

Policies

SERVICE RECOGNITION FOR INDIVIDUAL LIBRARY STAFF OR BOARD MEMBERS

Approved: 12/17/2014, 10/16/2019, 10/16/2024

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T. B. Scott Free Library's board and administration sincerely appreciate and value the dedication and commitment of the library's employees and library board members. In that spirit, it is appropriate to recognize length of service and retirement milestones.

Length of Service Recognition

An annual luncheon will be held at the library to recognize all 5-year service milestones for the staff that have or will have occurred during that calendar year.

In addition, staff will receive a gift at the month of their milestone anniversary.

5 years of service-a mug/or equivalent

10 years of service-a bag/or equivalent

15 years of service-a book/or equivalent

Library employees qualify for a length of service recognition event after having worked at the library for 20 years. Recognition events will be celebrated at 10-year intervals after that milestone.

Library board members qualify for a length of service recognition event upon serving on the library board for 10 years.

Retirement Recognition

Upon the retirement of a library staff member who has worked at the library for a continuous period of at least 10 years, a retirement recognition event will be held.

The library director and/or his/her designee will plan and execute an appropriate service recognition event. The library director will purchase milestone gifts.

The employee or board member may, if he/she so chooses, decline the recognition event and/or gift.

Any of the above outlined recognitions may not be given as a gift card or monetary payout or bonus.

All recognition-related events will be paid for with endowment fund monies, not to exceed \$750 per event. Any alcohol served at these events must be paid for by individuals and may not be procured with endowment fund monies.