

## **Policy EMP307: Recognition of Departing Staff Members**

**Category: Employees**

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**Approved: April 4, 2017**

**Revised: September 2020**

**Future Review: December 2023**

### **POLICY**

The Library Board wishes to recognize staff who retire or resign after more than five (5) years of service.

### **PURPOSE**

### **RESPONSIBILITY**

1. Staff who retire or resign after more than five (5) years of service will be acknowledged with a celebration and gift from the Library Board.
2. The value of the gift will be \$10 per year of service, based on the staff member's original start date.
3. The Board will contribute up to \$250.00 to the cost of the celebration.
4. The departing member will receive public recognition (e.g., newspaper and/or social media).

### **DEFINITIONS**

### **PROCEDURE**