

HELEN PLUM LIBRARY

**P-19 Service Anniversaries, Retirement, Employee & Trustee Recognition**

Approved by the Library Board of Trustees October 18, 2022.

This policy applies to staff and trustee service anniversaries and retirement, as well as for the birth or adoption of an employee's child.

**Recognition – Staff**

A current employee, including an employee on leave of absence:

**Anniversary Awards:** For every five full calendar years of continuous employment, staff will be acknowledged at the annual staff recognition event in December. Additional personal time will be awarded in honor of the five-year anniversary<sup>1</sup> as follows:

**Full-time employees and Eligible part-time employees** (working 1000 hours or more annually)

- 7.5 hours (one day) personal time

**Non-eligible part-time employees** (working less than 1000 hours annually)

- 4 hours personal time

Personal time awarded for anniversaries will be added at the beginning of the upcoming calendar year (in the January following the December recognition event) and will not carry-over. Unused time will expire on December 31 of the calendar year.

**Retirement:** When an employee with 10 or more calendar years of service retires from the Library, the Board typically sponsors an event in that person's honor and presents the employee with a gift of value not to exceed \$300.00 exclusive of the cost of the event.

**Birth or Adoption of a Child:** A memorial book up to \$30.00 may be donated to the collection.

**Recognition – Trustee**

Resignations, or end of elected term, will be recognized.

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<sup>1</sup> Personal time awarded does not increase for cumulative five-year anniversaries. Employees being recognized for 10, 15, or other five-year increments receive either 7.5 or 4 hours in the upcoming year.