

POLICY TITLE: **Recognition for Long-Term Employees, Retiring Staff and Departing Board Members**

ADOPTED/LAST REVISION: 7/9/01; reviewed 1/27/2022; revised 4/21/22

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.

- A. The following policy is established to recognize employees who have served the Library for many years and to recognize library board members who have given of their time and talents as part of the Library's governing body.
 - 1. Longevity recognition. Permanent employees of the Library who have more than 10 years of service shall have their names included on the Employee Recognition Board which is to be displayed in a prominent area of the Library. Employees will be able to move through the categories of 10, 15, 20 and 25+ years of service. The Library Director will establish suitable incremental recognition.
 - 2. Retiring Employees. Permanent employees retiring from service with the Library in excess of 10 years shall receive a retirement gift selected by the Director. This person's name shall be included on an honor roll of individuals who have devoted significant portions of their career to working at MPL.
 - 3. Departing Library Board Members. Each departing Library Board member shall receive a plaque denoting the Board Member's years of service. The presentation of the plaque shall be done at a regularly scheduled Board meeting.