

Harlan Community Library
Employee Recognition Policy

(05/08/2017)

The Harlan Community Library chooses to recognize employees for various reasons throughout their employment with the library. The expense associated with this recognition will be paid out of the library's fines and fees revenue. The following is a list of the various occasions that library employees may be recognized. There may be additional times and circumstances that library employees may be recognized which will be at the discretion of the library director.

National Library Staff Recognition Day – The library director and the board of directors will determine each year how to recognize the employees of the library on this special day.

Retirements/Voluntary Resignations – When an employee of the library chooses to retire or voluntarily resign, his/her service to the library will be celebrated with an open house and the library will furnish necessary items for the open house.

Death in an Employee's Family – When an employee experiences the death of a loved one (for the purpose of this policy this shall include spouse, parent, child, sibling), the library will recognize this loss by sending the employee some type of memorial gift (i.e. plant, flowers, stone, etc.).