**Guidelines on Milestone Recognitions in the Baylor University Libraries**

An event recognizing a long time employee’s contributions to the Baylor Libraries and the University is appropriate when the employee is leaving because of retirement or for other opportunities. These guidelines are intended to provide consistency for such events.

Other major life milestones not directly associated with employment are also causes for celebration, such as the birth or adoption of a child, a marriage, or completion of a degree. Additionally, employees may wish to recognize a departing colleague who, though not a long term employee, has nevertheless been a valued member of the organization. Although none of these occasions are marked by an official library event, these passages are frequently recognized informally. These guidelines are intended to provide guidance in planning these celebrations so employees feel neither excluded from nor pressured by expectations associated with these events, and so that these events are not unduly disruptive to the work day.

**Official Library Recognitions**

When an employee announces the intent to leave the Libraries either as an official University retiree or after ten or more years of service to the Libraries, the Library administration will purchase a small gift (approximately $50) of appreciation to be presented to the employee. The administrative office will also confirm that the employee would accept a recognition event. If the employee approves, the following guidelines will apply. If the employee declines the event, the Library administration will deliver the gift of appreciation in another appropriate manner.

1. Location

In consultation with the employee, the Library administration will select and reserve an appropriate Library location for the recognition event. Some options for location include the Creekmore Conference Room, the Moody Staff Room, and Cox Reception Hall in Armstrong Browning Library.

1. Invitations
	* All Library employees receive email invitations.
	* The departing employee may designate other University employees to receive email invitations.
	* Invitations to family members and others outside the University may be sent by e-mail and/or on appropriate University Library stationery.
2. Food

Personnel in the administrative office will order appropriate but simple refreshments and service ware for the estimated number of guests.

1. Official Gift

The Library administration will present the gift of appreciation to the employee during the event.

1. Program

In consultation with the departing employee, the Library administration will arrange for brief remarks at the recognition.

1. Other Elements

Co-Workers may provide simple decorations, solicit and collect remembrances and well wishes for the honoree, and/or collect funds for a gift from co-workers, provided no University funds are spent and the recognition remains consistent with events honoring other employees.

These guidelines may be modified by the Dean of University Libraries for special circumstances, such as the conclusion of a particularly long period of service.

**Unofficial Milestone Events**

Library co-workers may choose to celebrate other milestone events such as weddings, births, adoptions, graduations, birthdays, departure with less than 10 years of service, etc.

1. Celebrations should be consistent within the Library or unit and should recognize the same milestone in a similar way for each employee.
2. Unofficial events should be held in a place, at a time, and for a duration that does not interfere with normal work schedules (generally during a break time, during a lunch hour, or after business hours).
3. Invitations to any event that might be construed as a gift giving occasion should clearly state that presents are optional. For example, “If you would like to bring a gift, the couple is registered at…”
4. No University funds may be spent for unofficial events.