

STAFF MEMORIAL POLICY

In the event of the death of an immediate family member of an employee, the staff of an individual outlet will:

1. Determine how employees will use their own personal funds in response to a memorial donation, flowers, book, family request, etc.
2. The Managing Librarian or Senior Staff member will send a system announcement so that other staff may participate in a memorial donation or respond as individuals.
3. Notify the Administrative Assistant so a card may be sent in the name of the Library Board and staff to the employee.

In the event of the death of an employee, arrangements may be made for staff to attend the memorial service. These arrangements may include closing the library branch(es) for a period of time.