

HR-15	EMPLOYEE RECOGNITION		
APPROVED	19 January 2022	EFFECTIVE	2018
AMENDED	2021	NEXT REVIEW	2026

1. PURPOSE

To provide Board recognition of the valuable service provided by Library employees and thank retiring Library employees for their years of service.

2. SCOPE

The Board’s Personnel Liaison and Chief Librarian implement this policy, which applies to all employees.

3. DEFINITIONS

Nil.

4. ANNUAL RECOGNITION

a. Employees’ service shall be recognized by the Board at an annual recognition event.

5. SERVICE AWARDS

- a. Upon completion of 10, 20, 30 and 40 years of employment an employee shall receive a non-cash gift of \$20 for each year of service.
- b. The service award is to be presented at a Board meeting or annual appreciation event as appropriate and at the discretion of the Chief Librarian.

6. RETIREMENT

a. Upon retirement, an employee shall receive a non-cash gift of \$30 for each year of service and a lunch or dinner (as preferred by the employee) for Board and staff as appropriate and at the discretion of the Chief Librarian.

7. OTHER RECOGNITION

a. An employee may receive other small tokens of recognition for service at the discretion of the Chief Librarian.

RELATED POLICIES

Nil.