

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: LIBRARY EMPLOYEE RECOGNITION

REFERENCE #: 00/02

DATE APPROVED: May 10, 2000

The Library Board endorses an awards program that recognizes length of service, retirement and other special achievements.

Spending from the Library budget for official Staff Recognition is permitted in the following cases within the limits as stated.

1. Departures

3 months to 5 years: all staff in good standing, including casual and temporary will receive an “official” card from the Library saying “in appreciation of your contribution to the Library from the Staff and Library Board.”

5 years to 9 years: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$15.00 from the Library Board.

10 years to 14 years: Staff will receive a card and a gift, such as a gift certificate for a book in the amount of \$25.00 from the Library Board.

15 years to 19 years: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$35.00 from the Library Board.

20 years and over: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$50.00 from the Library Board.

2. Long service awards

The Fort Saskatchewan Public Library Board will recognize staff with a token of appreciation, based on the following years of service.

Five years: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$15.00 from the Library Board.

Ten years: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$25.00 from the Library Board.

Fifteen years: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$35.00 from the Library Board.

Twenty years: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$50.00 from the Library Board.

Twenty-five years: Staff will receive a card and a gift, such as a gift certificate for a book, in the amount of \$60.00 from the Library Board.

Staff will be honored during their anniversary year.

3. In certain circumstances, the Board may also recognize staff by means of an honorary lifetime membership in the Library.
4. Arrangements for the above are coordinated by the Library Director in liaison with the Library Board.

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Edward Wolak  
Board Chair