



the alberta library

# **POLICIES AND GUIDELINES**





























































---

## STAFF SERVICE RECOGNITION POLICY

### Statement of Intent:

The Alberta Library Board of Directors recognizes the contributions of staff members to the success of The Alberta Library.

### Policy:

The Alberta Library recognizes the service of current staff members at The Alberta Library based on the consecutive years of service to the organization.

The Alberta Library recognizes the service of permanent staff members who have resigned or retired from The Alberta Library based on the length of service to the organization.

### GUIDELINES:

These guidelines will be applied on the anniversary date.

#### For recognition of current staff:

|  |   |
|--|---|
| At 5 years                               | Certificate of appreciation and an award not to exceed \$100. |
| At 10 years                              | Certificate of appreciation and an award not to exceed \$200. |
| At 15 years and every 5 years thereafter | Certificate of appreciation and an award not to exceed \$300. |

#### For recognition of retiring or resigning staff:

Normally, recognition is as follows:

|                           |  |
|---------------------------|--|
| From 2 to 5 years service | Certificate of appreciation and a gift not to exceed \$50 in value.  |
| From 6 to 10 years        | Certificate of appreciation and a gift not to exceed \$100 in value. |
| From 10 to 15 years       | Certificate of appreciation and a gift not to exceed \$200 in value. |
| 16 years and over         | Certificate of appreciation and a gift not to exceed \$300 in value. |

*Approved: September 12, 2017*

*Revised:*

*Reviewed:*