

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, a letter of appreciation from the Chair and:

At 5 years	a gift not to exceed \$110
At 10 years	a gift not to exceed \$220
At 15 years and every 5 years thereafter	a gift not to exceed \$330

For recognition of retiring or resigning staff, a letter of appreciation from the Chair and:

From 2 to 5 years	a gift not to exceed \$55
From 6 to 10 years	a gift not to exceed \$110
From 10 to 15 years	a gift not to exceed \$220
16 years and over	a gift not to exceed \$330

Approval date: 2022-10-21