



Section of Policy Manual: Personnel	Policy No.: PER-18
Subject: Employee Recognition	Policy Approval Date: Sept. 12, 2024
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The Gravenhurst Public Library Board recognizes the dedication, hard work, talents and skills of Library Employees and the value these bring to library operations and the provision of a high level of service to the community of Gravenhurst. As an expression of the Board’s gratitude and to promote a positive work environment, the Library Board will ensure the recognition of all employees. This includes acknowledgement of current Library Employees for years of service, retirement, resignation, end of contract and life events.

**Section 1: Responsibility**

1. The Board Chair and the CEO/Chief Librarian have overall responsibility for formal staff recognition in accordance with this policy.

**Section 2: Years of Service**

1. In recognition of excellence in service and dedication to the Library, all permanent full-time and part-time employees will receive the options of choosing a non-cash gift or an equivalent gift card/ certificate from a local business.
2. Years of Service awards will be provided to employees who have achieved the following milestones (consecutive or non-consecutive years):
  - a. At five years of service, an award of \$60
  - b. At ten years of service, an award of \$115
  - c. At fifteen years of service, an award of \$175
  - d. At twenty years of service, an award of \$230
  - e. At twenty-five years of service, an award of \$290
  - f. At thirty years of service, an award of \$350
  - g. At thirty-five years of service, an award of \$410
3. Service awards will be presented by the Board Chair and the CEO/Chief Librarian at an annual staff recognition event.



### **Section 3: Voluntary Retirement, Resignation or End of Contract**

1. Library Employees who are retiring or who are voluntarily leaving their position at the Library will be honoured with a non-cash gift or an equivalent gift card/certificate from a local business based on the following years of service (consecutive or non-consecutive):
  - a. Under two years of service, an award of \$20
  - b. At two years of service, an award of \$30
  - c. At three years of service, an award of \$40
  - d. At four years of service, an award of \$50
  - e. At five to nine years of service, an award of \$60
  - f. At ten to fourteen years of service, an award of \$100
  - g. At fifteen plus years of service, an award of \$10 for each year of service.

### **Section 4: Expressions of Sympathy**

1. On the death of a Library employee, volunteer, Library Board member, or an immediate relative of a Library employee, an expression of sympathy in the form of a \$50 donation to the charity of the deceased family's choice will be made.
2. An expression of sympathy will be extended on behalf of the Library Board and Library employees.
3. The CEO/Chief Librarian will be responsible for informing the Library Board and Library employees as well as arranging for the donation.
4. Expressions of sympathy for persons not listed or for gifts for employees who are hospitalized will be left to the discretion of the CEO/Chief Librarian and/or Library Board.

### **Section 5: Other Recognition**

1. An employee may receive other small tokens of recognition at the discretion of the CEO/Chief Librarian.