



BRACEBRIDGE LIBRARY POLICIES

Policy Number: OP-47
Title: Employee Recognition
Board Approval Date: November 2023

Category: Operational - Human Resources
Policy Replacing: Personnel #1 (2017)
Year of next review: 2027

PURPOSE:

The Bracebridge Library Board and CEO believes that loyal and committed employees are an essential key to delivering library services to the public. The Board and CEO would like to express their gratitude in recognition of an employee’s contribution to the success of the Library by honoring major milestones in an employee's service. This policy outlines the Service Award Program for employees when a major milestone of continued service has been achieved and the retirement award program.

These programs acknowledge the employee as part of the group that has built and supported the Bracebridge Library through its many accomplishments.

POLICY STATEMENT:

Service Award Program

A certificate signed by the Library Board Chair and the CEO & Chief Librarian will be presented to employees upon their anniversary date congratulating them on their years of service, and they will be entitled to a monetary award or gift as follows:

Eligible Service	Service Award
5 consecutive years	\$100 gift selection
10 consecutive years	\$200 gift selection
15 consecutive years	\$300 gift selection
20 consecutive years	\$400 gift selection
25 consecutive years	\$500 gift selection
30 consecutive years and each additional 5 consecutive years thereafter	

The CEO will present the award to any eligible staff member at the year-end holiday celebration for staff.

Recognition is based upon the total number of years’ service. For part-time staff this total is

irrespective of the number of hours worked. For staff with broken service the calculation is derived from the total number of years of service, minus full years where they were not an employee of the Library.

Retirement Award Program

A certificate signed by the Library Board Chair and the CEO will be presented to employees upon their retirement, congratulating them on their years of service and they will also be entitled to a monetary award or gift as follows:

Any amount of service over 1 year. \$20 per year of service

The retirement award is separate from, and in addition to, the service award program.