



Woodstock Public Library Policy

Policy Name: Staff Recognition Policy

Category: Personnel

Version: 09 May 2023

POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide for recognition of current Library employees for years of service, retirement or resignation, and life events.

SCOPE

This policy applies to all permanent Library employees.

DEFINITIONS

In reading and interpreting this policy, the following definitions will apply:

CEO means the Library's Chief Executive Officer.

Immediate relative is defined as spouse, child, parent, sibling, guardian, step-child, step-parent, parent-in-law, sibling-in-law, grandchild, step-grandchild.

Library means Woodstock Public Library.

Library Board means the Woodstock Public Library Board.

Library Administration means the Administrative Assistant.

Library Management means the CEO and Managers of the Library.

Library employee is defined as all current employees of the Woodstock Public Library.

Years of service is defined as the number of years a Library employee has accumulated at the Library since their date of permanent hire.

POLICY, PROCEDURE, AND IMPLEMENTATION

1.0 Responsibility

- 1.1 The Library CEO has overall responsibility for formal staff recognition in accordance with this policy.
- 1.2 Under the authority of the CEO, responsibility for planning and distribution of recognition materials and events rests with Library Management and Administrative staff.

2.0 Long-service Recognition

- 2.1 It is the policy of the Woodstock Public Library to provide the following recognition of long-service Library employees:
 - a) The Library will provide a gift to an employee who has attained twenty (20) plus years of consecutive service to the organization. Gifts will be provided for each additional five years of consecutive service thereafter to the maximum of a total of forty (40) years of service. In addition, the Library Board will send a letter of appreciation to mark these milestones.
 - b) The Library will invite recognized employees who have had 5, 10, 15, 20, 25, 30, 35, and 40 years of service to an annual employee recognition function, sponsored by the Library. This function may be held as part of a staff development day or held as a separate event at the discretion of the CEO. Members of the Library Board will be invited to attend this celebration.

3.0 Voluntary Retirement or Resignation

- 3.1 Library employees who are retiring or who are voluntarily leaving the Library will receive a letter of appreciation from the Library Board, and will be honored with a gift based on the following years of service:

2 years	\$20.00
3 years	\$30.00
4 years	\$40.00
5-9 years	\$60.00
10-14 years	\$100.00
15+ years	\$10 for each year of service

4.0 Expressions of Sympathy

- 4.1 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 either a \$50 donation to the charity of the deceased family's choice, or flowers to a maximum cost of \$50 will be extended to the family.
- 4.2 Such donation will be accompanied by a printed memorial card, and an expression of sympathy will be extended on behalf of the Library Board and Library employees.
- 4.3 Each supervisor or manager will be responsible for informing Library Management and Administration of such death, and they in turn will arrange for the donation and memorial card.
- 4.4 Expressions of sympathy for persons not listed and for flowers to employees who are hospitalized will be left up to the appropriate staff of the employee's department, Social Club, Union, and/or the Library Board.

5.0 Other Recognition

- 5.1 An employee may receive other small tokens of recognition at the discretion of the CEO.

RELATED DOCUMENTS AND POLICIES

N/A

DOCUMENT REVISION RECORD

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