
Medicine Hat Public Library
Category: Human Resources

Policy No. HR.8
Title: Employee Recognition Policy
Date Approved: 2010 05 05

Purpose: The Medicine Hat Public Library recognizes the hard work and dedication shown by Library staff.

1. Employees' years of service are recognized by the Board in the following way:
 - 1.1 With a gift certificate to a local bookstore presented at the annual Board/Staff Year end Social
 - 1.1.1 At five (5) years of service, an award of \$50.00
 - 1.1.2 At ten (10) years of service, an award of \$100.00
 - 1.1.3 At fifteen (15) years of service, an award of \$150.00
 - 1.1.4 At twenty (20) years of service, an award of \$200.00
 - 1.1.5 After 20 years of service, an additional \$50.00 for each subsequent 5 year period.
 - 1.2 With a cake on or close to the significant anniversary dates listed in 1.1. Arrangements shall be handled by the employee's supervisor.
2. Upon retirement or resignation, employees with ten years or more service shall receive:
 - 2.1 A gift of value up to \$250.00.
 - 2.2 A letter from the Board thanking the employee for service to the library.