

Title:	Employee Recognition Policy	Policy Number: 400-12
Policy Type:	Human Resources	
Approval By:		
Approval Date:		
Revised Dates:	November 25, 2024	
Review Date:	November 2025	

PURPOSE

To acknowledge and thank employees for their accomplishments and contributions through an employee recognition program based on years of service.

SCOPE

This policy applies to all employees of the Sault Ste. Marie Public Library.

DEFINITIONS

25-year Club – a group of employees who worked for the Library for 25 years or more.

Bookplate –a decorative label or inscription placed on the inside cover of a book.

POLICY STATEMENT

The Library Board deeply values and appreciates the dedication of its employees, acknowledging the exceptional work they do and the positive impact they have on the Library's success. The contributions of Library staff enrich the community's social, cultural, and economic fabric. Celebrating their achievements fosters a supportive work environment and helps attract and retain motivated and engaged team members.

An employee shall receive recognition for their dedication and service at the end of each increment of five years completed service with the Library, in accordance with the Milestone Chart (Appendix A). Employees will be recognized at the Library's annual Staff Development Day.

ELIGIBILITY

All employees of the Library Board are eligible for recognition under this program. An employee is eligible for recognition at the end of each increment of five years of service completed.

An employee's years of service will be calculated using the employee's anniversary date of first hire. For the purposes of this policy, years of service for part-time employees will not be pro-rated.

An employee will not be eligible for recognition if:

- a. the employee resigns or retires from the library prior to completing an increment of 5 full years of service;
- b. the employee is currently receiving disciplinary action;
- c. the employee is terminated.



RELATED POLICIES

100-12 Board Member Recognition Policy

400-11 Retirement Gratuity Policy

400-13 Expression of Sympathy Policy

APPENDIX A

MILESTONE CHART

Service Years	Recognition
5 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 5 years of service
10 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 10 years of service • A congratulatory letter from the Board Chair
15 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 15 years of service • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair
20 years	<ul style="list-style-type: none"> • An engraved plaque recognizing 20 years of service • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair
25 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 25 years of service • Name added to 25 years service plaque • Bookplate in employee's name in book of their choice • A congratulatory letter from the Board Chair • Induction into the 25-year club • Eligible for Retirement Gratuity
30 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 30 years of service • Name added to 30 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair
35 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 35 years of service • Name added to 35 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair
40 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 40 years of service • Name added to 40 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair • Special Breakroom Come and Go Party on or near their anniversary date
45 years	<ul style="list-style-type: none"> • Certificate of appreciation recognizing 45 years of service • Name added to 45 years service plaque • Bookplate in employee's name in two (2) books of their choice • A congratulatory letter from the Board Chair • Special Breakroom Come and Go Party on or near their anniversary date