



# SCUGOG MEMORIAL PUBLIC LIBRARY

<b>POLICY TYPE / NUMBER:</b>	<b>BOARD B16</b>		
<b>POLICY TITLE:</b>	<b>Service Awards / Employment Milestones</b>		
<b>AUTHORITY / CREATED:</b>	<b>Board</b>	<b>November 9, 2012</b>	<b>Reviewed: April 21, 2022</b>

## 1. Policy

- 1.01 The Scugog Memorial Public Library Board recognizes the importance of the dedication, talents and skills that long service employees bring to the Library. As an integral part of Board's gratitude and in an effort to promote a positive work environment, the Library will ensure all such employees are recognized.
- 1.02 This policy shall apply to the following employees:
- Regular Full-time
  - Regular Part-time

## 2. Procedure

- 2.01 All regular full-time and part-time employees celebrating an anniversary milestone as listed below shall receive a congratulatory Certificate and applicable years of service pin.
- 2.02 In further recognition of excellence in service and dedication to the Library, all regular full-time and part-time employees will receive the option of choosing a monetary award or an equivalent gift card/certificate from a local store or restaurant.

**NOTE:** Monetary awards will be subject to Canada Revenue Agency (CRA) Taxation Rules and Statutory deductions (if applicable) and income tax will be taken at time of payment.

2.03 Monetary and/or medallion awards shall be awarded as follows:

Years of Service	Regular Full-time Gift Certificate
5	\$ 30
10	55
15	80
20	105
25	130
30	155
35	180
40	205

2.04 Service awards shall be presented by the Chief Executive Officer (CEO) at the annual staff holiday celebration.

2.05 By the end of January, the CEO shall be notified of the employee's gift selection.

2.07 All service awards will be charged to the Administration Budget "Staff Expenses" under Account # 5230.

### 3. Responsibility

3.01 A list of employees celebrating a service milestone will be compiled by the CEO in January of each year.

3.02 The CEO is responsible for the annual Service Awards Program.

Contact Person: Chief Executive Officer

Cross Manual Reference: Admin

Relevant Forms: N/A

Approval Date:

Review Dates: April 21, 2022

Revised Date:

Approved by: