Policy Type: Human Resources	**Policy Number: HR-15**
Policy Title: Employee Service Awards	**Initial Approval Date: September 2025** **Review Date: 2029**

The Township of Madawaska Valley Public Library Board (the Board) acknowledges the value and dedication of its employees, and the exceptional work they do. Library staff have a positive impact on the community's social, cultural, and economic foundation. Celebrating their achievements fosters a supportive work environment, attracts and retains motivated and engaged team members.

Procedure

1. This policy is to acknowledge and thank employees for their accomplishments and contributions through an employee recognition program based on years of service.
2. An employee shall receive recognition for their dedication and service at the end of each increment of five years completed service with the Library.
3. An employee's years of service will be calculated using the employee's anniversary date of first hire by the Library.
4. Employees will be recognized at the Library's annual volunteer and staff holiday party.
5. This policy applies to both full-time and part-time employees.
6. For the purposes of this policy, years of service for part-time employees will not be prorated.
7. For staff with broken service the calculation is derived from the total number of years of service.
8. 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.
9. Service Awards shall be presented by the Board Chair and the CEO/Head Librarian. 25 years of service or more, mayor, members of council and the CAO will be invited.

Service Awards

Recognized employees will receive a certificate of achievement recognizing their years of service, as well as a gift card to a local merchant/restaurant for $10 per year of service, as noted in the table below.

Years of Service	Service Award
5 years	Certificate, gift card for $50
10 years	Certificate, gift card for $100
15 years	Certificate, gift card for $150
20 years	Certificate, gift card for $200
25 years	Certificate, gift card for $250
30 years	Certificate, gift card for $300
35 years	Certificate, gift card for $350
40 years	Certificate, gift card for $400
45 years	Certificate, gift card for $450

Related Documents:

Policy Number HR-06 Performance and Discipline
Policy Number HR-10 Employee Code of Conduct