



CASSELMAN PUBLIC LIBRARY



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Policy Type:	Governance	Policy Number:	GOV-14
Policy Title:	Recognition	Initial Policy Approval Date:	May 24th, 2018
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The Casselman Public Library's Board, through its Employee Recognition policy, wishes to promote a work environment where employees are appreciated for their efforts, for their work and their contribution. The Board values a recognition policy targeting various situations while adhering to available funds.

The objective set by the Library's Board for this specific policy is the implementation of a corporate culture promoting acknowledgment, recognition and rewards presented tangibly in a timely fashion and without delay to its employees by offering gifts.

Furthermore, the Board establishes specific criteria for gifts offered to ensure internal equity.

1. Birth / Adoption

Should an employee or his wife gives birth or if they adopt a child, flowers, a fruit basket or a gift certificate shall be sent (maximum value \$50).

2. Sickness

Should an employee be hospitalized or in a recovery period exceeding three (3) days, flowers or a fruit basket shall be sent (maximum value \$50).

3. Death

Should a death occur in an employee's family, flowers or a donation shall be sent as per the following specifications:

Death of an employee: \$100

Death of spouse or child: \$75

Death of father, mother, brother, sister: \$60

A condolences card shall be sent for the death of in-laws.

4. Seniority

A library employee with five (5) years of seniority, or more shall be officially recognized on the hiring year or employment anniversary. The appropriate gift shall be presented to the employee with a letter or thank you card, according to the following specifications:

5th anniversary: \$ 50

10th anniversary: \$100

15th anniversary: \$200
20th anniversary: \$200
25th anniversary: \$250

5. Employee Departure

In the event that a library employee voluntarily leaves his or her position or retires from the Casselman Public Library, a gift shall be presented, according to the following specifications:

1 to 5 years of service:	\$ 25
6 to 10 years of service:	\$150
11 to 14 years of service:	\$250
15 to 19 years of service:	\$500
20 to 23 years of service:	\$750
25 years of service (or more):	\$1,000

6. Others

In the event that the Board or the Library Administration wishes to recognize any other person or event not included in this by-law, the gift (donation, flowers, gift certificate) shall be subject to available budget funds.

7. Gifts

Gifts offered to employees for their seniority, for a departure or for any other occasion shall be in the form of a gift or of a gift certificate of the employee's choice, from a local business.

8. Presentation

The official presentation of the gift may be carried out privately or during an event.