

THE ALBERTA LIBRARY

Policy and Procedures

STAFF SERVICE RECOGNITION POLICY

Statement of Intent:

The Alberta Library Board of Directors recognizes the service of staff members to the success of The Alberta Library.

Policy:

The Alberta Library recognizes the service of staff members at The Alberta Library based on the length of service to the organization.

Procedures:

At five years	Letter of appreciation from TAL Board Chair and Chief Executive Officer, certificate of appreciation, an award not to exceed \$50, and a Lois Hole Library Legacy donation not to exceed \$25.
At 10 years	Letter of appreciation from TAL Board Chair and Chief Executive Officer, certificate of appreciation, an award not to exceed \$100 and a Lois Hole Library Legacy donation not to exceed \$25.
At 15, 20, 25 years and over	Letter of appreciation from TAL Board Chair and Chief Executive Officer, certificate of appreciation, an award not to exceed \$150 and a Lois Hole Library Legacy donation not to exceed \$25.

Service will be recognized on anniversary date, time of retirement and/or voluntary resignation.