



References:

Purpose: The Banff Public Library Board is committed to recognizing employees and volunteers of the Library for their achievements in support of Library objectives and values, their dedicated service and the positive results they achieve.

1. Scope

- 1.1. This policy applies to all full-time Employees of the Banff Public Library as well as Library Volunteers and Volunteer Board Members.

2. Definition of terms

- 2.1. Cash gift/award
Cash or near cash items, such as gift cards or certificates
- 2.2. Non-cash gift/award
Items such as plaques/trophies, certificates, cards or merchandise

3. Service Awards

- 3.1. The Banff Public Library Board formally recognizes specific “milestones” of employment services that are characterized by an on-going commitment between the Banff Public Library and the Employee.
- 3.2. The Library Director will coordinate administration of the recognition of employment service, including assessment of Employee eligibility.
- 3.3. Employment service is formally recognized in five-year increments (the fifth, tenth, fifteenth, twentieth years of service and applicable five years thereafter)
- 3.4. Eligibility is calculated from full-time employee start date.
- 3.5. The Library Director will be entitled to spend up to \$100 on a cash gift and/or non-cash gift to be awarded to an eligible Employee; any amounts in excess of \$100 must be approved by the Library Board.
 - 3.5.1. For awardees with fifteen (15) years of service or more, the Board requests that the Library Director bring forward proposed remuneration per individual for approval to the HR&F Committee.
- 3.6. Employee Service Awards will be awarded once a year at the discretion of the Library Director.
- 3.7. For the Library Director, the Library Board will administer the recognition of specific milestones of employment as outlined in 3.1 to 3.5 above.

4. Volunteer Recognition

- 4.1. The Banff Public Library Board recognizes the valuable service Library Volunteers and Volunteer Board Members provide. Recognition can be provided informally, at the individual level, and formally, via an annual recognition program.
- 4.2. Library Volunteers
 - 4.2.1. It is the responsibility of all Library staff who work with volunteers to regularly acknowledge and thank them for the valuable service they provide.
 - 4.2.2. Annual volunteer recognition will be held at the Banff Public Library’s Appreciation event or an event similar, organized by the Banff Public Library staff.



References:

4.2.3. All volunteers will be invited to the event provided they had volunteered in the past twelve (12) months, and will be recognized for their service in the past year.

4.2.4. Volunteers may be awarded for service length as well as ad hoc reasons (i.e. contributed to program growth for the year, innovative ideas in programming)

4.2.4.1. Volunteer service will be recognized in five (5) year increments

4.2.4.2. Ad hoc awards will be handed out at the discretion of the Library Director, at the recommendation of volunteer supervisors.

4.2.5. The Library Director will decide on the amount of cash gift or non-cash gift to be awarded to eligible Volunteers.

4.2.5.1. For awardees with fifteen (15) years of volunteer service or more, the Board requests that the Library Director bring forward proposed remuneration per individual for approval to the Library Board.

4.3. Volunteer Board Members

4.3.1. Annual Board recognition will be held at the Banff Public Library's Appreciation event or an event similar, organized by the Banff Public Library staff.

4.3.2. All sitting Board members will be invited to the event and recognized for their service in the past year.

5. Ad-hoc Recognition

5.1. The Banff Public Library Board recognizes that certain special life events in the Employee/Volunteer's life will need to be celebrated in a genuine and meaningful way.

5.2. Accountability

5.2.1. For Banff Public Library Employees and Volunteers, the Library Director will decide when ad-hoc recognition will be necessary and plan accordingly.

5.2.2. For Banff Public Library Board Members, the Board Chair and HR&F Committee Chair will decide when ad-hoc recognition will be necessary and request the assistance of the Library Director to plan accordingly.

5.3. Retirement Celebrations

5.3.1. Banff Public Library Employee retirements will be recognized via retirement celebrations organized by the Library Director.

5.3.2. The Library Director will bring forward proposed cash and/or non-cash awards for Employee retiring to the HR&F Committee for approval.