**EMPLOYEE YEARS OF SERVICE & STAFF APPRECIATION AWARDS**

The purpose of the policy is to recognize and appreciate the years of service that an employee has contributed to the DeBolt and Grande Cache Libraries.

 1. This policy applies to all staff (full-time, part-time, and casual).

 2. Recipients of the “Years of Service Award” will be presented with a gift of appreciation

 in the value identified as follows:

 1 year $35.00

 2 years $70.00

 3 years $100.00

 6 years $200.00

 9 years $300.00

 12 years $400.00

 15 years $500.00

 18 years $600.00

 21 years $700.00

 24 years $800.00

 27 years $900.00

 30 years $1,000.00

 3. The “Years of Service Award” recipients shall be presented and recognized by the board

 chair or their designate at such a time and place deemed appropriate by the board.

 4. There shall be a record of the date of employment kept, to ensure that this policy is

 followed.

 5. Awards will be issued after the completion of the years of service.

 6. The MD of Greenview Library Board may recognize special achievements of any

 employee and may contribute to any staff function in a manner and at a cost

 considered appropriate by the MD of Greenview Library Board.

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