



Employee Recognition Policy

Policy Number: G I 19-50

Policy Approval Date: January 9th, 2026

Policy Review Date: January 2030

The Huntsville Public Library Board believes that loyal and committed employees are an essential key to delivering library services to the public. The Board would like to express its gratitude in recognition of their contribution to the success of the Library by honouring major milestones in an employee's service.

Purpose

This policy outlines the Service Recognition Program for employees when a major milestone of continued service has been achieved. The Library Service Award Program acknowledges the employee as part of the group that has built and supported the Huntsville Public Library through its many accomplishments.

Service Award Program

A letter signed by Library Board members and the CEO will be presented to employees upon their anniversary date, congratulating them on their years of service and advising them of their service award. The award criteria are set as follow:

Eligible Service	Service Award
10 consecutive years	\$100 gift selection
15 consecutive years	\$125 gift selection
20 consecutive years	\$150 gift selection
25 consecutive years	\$200 gift selection
30 consecutive years and each additional 5 consecutive years thereafter	\$200 gift selection

The Chair or Vice Chair will present the award to the staff member at a Library Board Meeting or another Library event.

Recognition is based upon the total number of years' service. For part-time staff this total is irrespective of the number of hours worked. For staff with broken service the calculation is derived from the total number of years of service. Before any gift card is provided to staff, the payroll and human resources department must be notified with the card type and amount.

[Related Documents](#)

Town of Huntsville Human Resources Policies
CRA's administrative policy – Income Tax Act Section 6

[History](#)

Approved by the Board June 10, 2019
Supersedes the policy approved