

2.8 RECOGNITION and INCENTIVES

2.8.1 SERVICE RECOGNITION

During the budget deliberations, the Board will plan for any recognition that will be taking place during the following year.

1. Permanent staff with continuous service shall be recognized by the Library Board on the following anniversary dates:
 - 5 years of service - monetary value of \$50
 - 10 years of service - monetary value of \$100
 - 15 years of service - monetary value of \$250
 - 20 years of service - monetary value of \$500
 - 25 years of service - monetary value of \$1000
 - 30 years of service - monetary value of \$1500
2. The recognition shall be presented at a mutually agreed upon date by staff, and Board.
3. Service shall be determined by the calendar year that the staff member first assumed a permanent position. Any breaks of service shall be dealt with on an individual basis.

2.8.2 STAFF RECOGNITION

1. The Staff Recognition and Incentive Program highlights outstanding work or actions taken by staff. It also encourages all staff members to participate in the following library activities:
 - a. Programming
 - b. Displays
 - c. Special Events
2. MONTHLY RECOGNITION: \$300

Staff can recognize coworkers/Management for a job well done or for something done that goes beyond expectations by filling out a Staff Recognition ballot.

At the end of the month, all the ballots are entered in a draw for a \$25 gift card.
3. QUARTERLY RECOGNITION: \$400

Staff can nominate coworkers/Management for an outstanding job done in modeling leadership, taking initiative, or showing excellence. This is done by completing a form and submitting to the library Management.

At the end of each quarter, the forms are reviewed and one recipient is selected to receive a \$100 gift card.

- a. When library Management is nominated for a quarterly recognition, the forms will be reviewed, and the selection made by the Library Board executive.
- b. When no members of library Management have been nominated, the forms will be reviewed, and the selection made by library Management.

4. RECOGNITION EVENT:

At the end of each year the Board will organize an event to acknowledge the staff recognition and distribute any bonuses that have been decided on within budgetary constraints.

- a. To recognize long-service awards.
- b. To provide and promote a common-goal learning opportunity.
- c. To acknowledge the monthly/quarterly nominated staff.

2.9 **EMPLOYMENT REQUIREMENTS**

2.9.1 **STAFF DRESS CODE**

1. Guidelines: Staff are expected to project a positive and professional image to our patrons and coworkers. Dress and grooming should communicate approachability and respect for our patrons. To foster public confidence, staff are expected to wear clean and well-maintained attire, appropriate for the work being done and the library environment as deemed by Management. Some examples of attire that is not acceptable can be found in **Form 2.9.1 Dress Code Guidelines**. Coloured denim is acceptable as long as the requirements of this policy are met.
2. Personal Grooming and Use of Fragrance:
 - a. Fragrances: should be used in moderation as some staff and patrons are allergic or sensitive to the ingredients in fragrance.
 - b. Piercings, Tattoos, Body Modifications: In the spirit of professionalism, tattoos that could be offensive to others should be covered so as to not be visible. Body piercings should not present a safety hazard at the workplace and should not be excessive if on an exposed part of the body such as face or head.
 - c. Make-up and Jewelry: Should be workplace appropriate and reflect professional appearance.
3. Headphones/Earbuds/Earplugs:
 - a. Should not be worn in areas where patrons are present. Safety dictates that staff should be aware of their surroundings and be able to respond if called by a coworker.
 - b. However, they can provide the ability to concentrate on tasks that require a lot of focus and may be used for that purpose except at the circulation desk area where