

EMPLOYEE LONG SERVICE RECOGNITION POLICY

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 2

Subject: **EMPLOYEE(S) LONG SERVICE** | Sec 1, 10

Reviewed 2025-08-01 | Revised:2025-09-26 | Effective: 2023-05-26

1. Purpose

Northern Lights Library System (NLLS) values the dedication and contributions of its employees. This policy outlines the milestones, process, and recognition procedures for long service awards as a means of expressing appreciation for employee commitment and loyalty.

2. Eligibility

- All permanent employees are eligible.
 - Employees must be actively employed on their service anniversary date to receive the award.
 - Approved leaves of absence (e.g., maternity, medical, or other protected leaves) will not affect the calculation of continuous service.
 - Breaks in employment may reset the service clock unless otherwise approved by the Executive Director.
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3. Service Milestones and Award Amounts

Years of Service Award Value

3 years	\$100
5 years	\$200
10 years	\$300
15 years	\$400
20 years	\$500
25 years	\$700

Award amounts are provided as gift cards of the employee's choosing (subject to availability). Awards are issued on or near the anniversary date.

4. Recognition Process

- Eligible employees will be contacted by Administration approximately one month prior to their milestone date to confirm gift card preference.
 - Long service achievements may also be recognized at staff meetings or in internal communications, at the discretion of the Executive Director.
 - If an employee's milestone is missed, NLLS will retroactively issue the award upon identification.
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5. Administration

- The policy is administered by the Finance and Administration departments.
 - Gift card purchases and disbursements will be tracked and processed in accordance with NLLS purchasing procedures.
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6. Taxation

- In accordance with Canada Revenue Agency (CRA) regulations, long service awards provided in the form of gift cards are considered a **taxable benefit**.
 - The full amount of the award will be included on the employee's T4 slip and subject to applicable deductions.
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7. Policy Review

This policy will be reviewed every three years or as required to remain aligned with evolving CRA rules, employment standards, and internal practices.

NLLS Executive Board Chair

September 26, 2025

Date of Approval