

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section: 4. Personnel
Subsection: 4.2 Gifts and Gratuities
Paragraph: 4.2.1 Gift on retirement or resignation

Statement of Policy: To provide a gift to employees leaving the service of the Library and to recognize long service.

1. Employees of the Library who have reached retirement age or who are leaving the Library will be honored with a gift based on the following years of service:

2	Years	- \$ 20.00
3	Years	- \$ 30.00
4	Years	- \$ 40.00
5-9	Years	- \$ 60.00
10-14	Years	- \$100.00

After 15 years - \$10.00 for each year of service
A letter of appreciation to be sent by the Board.

2. **LONG SERVICE AWARD**
As an award for long service, after 25 years employees will be given a watch to the value of \$200.00.

Effective Date: November 15, 2010
Motion No. / Date: 10-56
Amended Dates: November 15, 2010
Responsibility: Board

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Section:	4.	Personnel
Subsection:	4.3	Expressions of sympathy
Paragraph:	4.3.1	Expressions of sympathy in the event of death or illness

Statement of Policy: To provide a framework for expressions of sympathy by the Library Board.

On the death of an active employee, volunteer, Board member or an immediate relative of such persons, an expression of sympathy in the form of either a \$50.00 donation to the charity of the deceased family's choice or flowers to a maximum cost of \$50.00 will be extended to the family.

Such donation will be accompanied by a printed memorial card and an expression of sympathy shall be extended on behalf of the Board and staff of the Library.

Immediate relatives will be defined as follows:

Spouse Children Father Mother Brother Sister

Each department head will be responsible for informing the Board's Secretary of such death and the Secretary shall arrange for the donation and memorial card.

Expression of sympathy for persons not listed and for flowers to employees who are hospitalized will be left up to the appropriate staff of the employee's department, social club, Union, or the Board.

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