



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Human resources	Policy number:	E1
Policy title:	Human resources - general	Approval date:	Various
		Revision date:	Sept 16, 2010

1. Awards and Honours

(History: Approved May 12, 1999; rev Dec 7, 2000)

1.1. The Library Board recognizes and values its employees and endorses the City of Port Moody's "Recognition of Excellence in Service", "Exceptional Achievement Award" and "Service Awards and Retirement" policies.

2. Nametags

(History: Approved May 12, 1999)

2.1. The Library Board recognizes the customer service value of the public's ability to recognize staff when performing their duties. The Board endorses the City of Port Moody's Name Tags Policy with the following amendments:

2.1.1. Staff will wear a name tag while working in the public services areas of the library or when performing service outside of the library at public functions.

2.1.2. Staff have the option of the tag to include either:

- their **first** and **last** name and **title**
- their **first** name only
- their **first** name and **title**
- **job title** only

3. Performance Appraisals

(History: Approved Jan 8, 1997)

3.1. The Library Board recognizes and values the work of Library employees. To assist them in maximizing their skills and abilities, a program of achievement/planning and review is maintained. This program is based on the City of Port Moody's "Achievement/Planning Review Process".