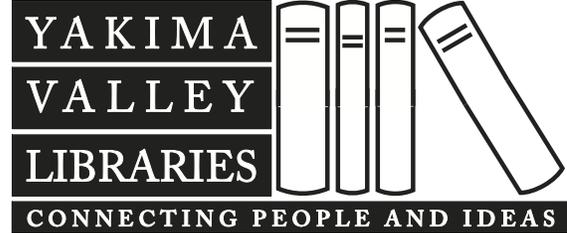

Recognition Policy



PURPOSE

Yakima Valley Libraries (YVL) acknowledges that as a public entity, it must be a steward of the public funding it receives and ensure that expenditures of Library funds are consistent with its statutory authority. This includes the establishment, maintenance, and operation of a public library district; as well as the oversight of any other thing necessary for conducting public library services. Yakima Valley Libraries recognizes that its employees, volunteers, and Trustees are the Library's most important assets and resources for providing quality public library services to its patrons. Yakima Valley Libraries wishes to support and encourage the continuation and growth of this tradition and to properly recognize and express its appreciation to its employees, volunteers and Trustees.

STATUTORY REFERENCE

RCW 41.60.150 Recognition Awards provides for recognition of employee accomplishments.

POLICIES

YVL acknowledges the invaluable contributions made by its staff, volunteers, and Trustees, and recognizes that maintaining the morale of such is a necessary component to its success. YVL also understands that YVL employees, volunteers, and Trustees are a particularly dedicated group and many go above and beyond the call of duty on a frequent basis. YVL hereby believes that maintaining the morale of its staff and volunteers is necessary for conducting public library services. For these reasons, the Yakima Valley Libraries' Board of Trustees adopts this policy. No recognition or gift shall be provided to employees, volunteers, or staff contrary to this policy.

EXAMPLES OF RECOGNITION

Longevity Recognition – Employees shall be recognized during a meaningful presentation such as the annual Staff Enrichment Day or other day as designated by the Library Director. Staff will be acknowledged in increments of five (5) years (5, 10, 15, 20, 25, 30, 35 and so forth). The recognition may be an item for each incremental designation that is after 5 years and each five years thereafter.

Staff Retirement Recognition – Employees may be recognized with a specialized item when they retire.

Recognition of Library Supporters – Recognition is an important component of YVL's volunteer and support program and is often the only way in which the Library District can say "thank you" to a library supporter. YVL recognizes that volunteer and support services are a necessary component to providing an adequate level of service to library patrons. Although individual, informal recognition of volunteers and supporters may occur on a regular basis, it is important that YVL

formally recognize this group on a regular basis, at least annually. It is the intent of this policy for the Board of Trustees to formally recognize volunteers, supporters, Friends, and YVL Foundation in a nominal way.

Board of Trustees Recognition – Library Trustees are an integral element of Yakima Valley Libraries. Official recognition of leadership and commitment to library services may be recognized with an item showing appreciation at the end of their final appointed term or as determined by the Trustees or Director.

Other Recognition – in the spirit of employee morale, special recognition with an item may be deemed necessary to appreciate an outstanding achievement or contribution of an employee, volunteer, or Trustee. Other recognition will be determined by the Library Director based on the individual circumstances.

GUIDELINES

Recognition of staff, volunteers, or Trustees will be to build and maintain morale and identify excellence within the operations of Yakima Valley Libraries. A budget for awards (recognition items) will be adopted within each annual budget and fall within IRS guidelines for awards and prizes. Authority for the recognition of staff, volunteers, or Trustees will be with the Library Director under the guidelines of this policy, and will always be based on funding availability. By statute recognition awards may not exceed two hundred dollars in value per award.

Adopted - March 2015
Revised January 25, 2016