STAFF RECOGNITION AT A GLANCE

The ImagineIF staff recognition program makes work fun, rewarding and energizing. Managers will find here a complete toolkit for effectively recognizing staff. Program highlights include:

- Quick, fun ways to recognize staff members weekly
- Information about when to give staff small gifts or tokens of thanks
- Instructions on how to provide celebrations to thank your whole team
- Career milestone rewards to thank staff for years of service
- Peer to peer avenues to encourage your staff to participate in for exciting rewards
- Examples on emphasizing our Core Values and highlighting creativity and innovation at work

We hope managers will find this guide useful as we work towards being the happiest library in the world!

Sincerely,

The Staff Recognition Team of 2015
Sean Anderson, Connie Behe, Martha Furman and Patty Jones

CORE VALUES

COMMUNITY CENTERED SERVICE
Welcoming the community with exceptional customer service

DIVERSITY
Acknowledging and accepting our differences

PERSONAL ACCOUNTABILITY
Focusing on personal growth and taking responsibility for outcomes

COLLABORATION
Working together to succeed with fun along the way

ADAPTABILITY
Embracing change to remain relevant

RESPECTFUL COMMUNICATION
Exchanging ideas with openness and trust

INNOVATION
Inviting creative solutions
STAFF RECOGNITION

Working at ImagineIF means that managers and staff participate in a Staff Recognition program. Our Staff Recognition program offers ways to recognize our hard working employees, create positive workplaces and boost morale.

At ImagineIF, supervisors match successful behaviors with the following types of recognition:

**Thank you:** A small step toward living ImagineIF’s core values (day-to-day recognition: this is the most frequently employed recognition type). Privately given verbal thanks, written thank you note, e-mail or e-card. Thank you cards are available self-service in Kim’s vault; feel free to take a few to keep at your desk.

*Your goal is to weekly thank each employee you supervise.*

**Gift:** A one-time above and beyond action, linked to core values, making ImagineIF more successful. A token item such as a chocolate bar or coffee coin from Coffee Traders, accompanied by a note of thanks.

*These small items are kept in the vault in Kim’s office; we allot for 3 items per year per employee.*

**Achievement:** An ongoing above and beyond demonstration of values in action or a project that has a significant impact on ImagineIF services. Publicly presented award with a gift item that is personally meaningful to that employee.

*Talk with your own supervisor if you feel an employee you supervise deserves a silver award. Cost of gift item must not exceed $25.*

Remember: *specific praise has the most impact.*
Replace: "Thanks, everyone, for all your hard work," with a handwritten note saying: "Cindy, I really appreciated your creative idea for the upcoming program. That was so innovative!"

*Tie the behavior to our core values.*

Reminder tools and logs
Tools for helping you monitor your recognition efforts are available on the wiki. You will find an employee needs chart, a recognition frequency log, and tips on how to remind yourself to recognize staff frequently.

*If you need more help, contact Martha.*

Make your day-to-day recognition specific, timely and frequent.
**TEAM CELEBRATIONS**

Research shows that *workplaces with highly engaged staff* strongly prefer team celebrations as a form of recognition. At ImagineIF, *managers should plan for at least one team celebration per year*. Ask your own supervisor whether a team that you supervise or manage is eligible for a celebration; *outside of departments, most teams that meet regularly for short or long-term projects are eligible*. Finished products, moving through transitions or completing an efficiency process are examples of times to have a celebration.

Basic **ingredients of a successful team celebration** include:

- **Food** with considerations for any special diets
- Remarks to recognize the team
- **Music** or a fun activity
- **Elements of self-care** if possible
- **Team member’s families** as able or desired
- **Invitations to other departments** when appropriate

**THE FINE PRINT**

The **guidelines** for team celebrations are as follows:

- An **agenda and sign-in sheet** must be provided to Teri after the event.
- For **budget purposes**, celebrations need to be **approved** by Martha.
- The **receipt** must be copied and given to Martha.

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**PEER to PEER**

Building a healthy work culture includes providing ways for co-workers to *recognize each other*. At ImagineIF, managers will provide *ongoing avenues* for staff to *say thank you* and boost overall morale. Specifically, we will provide *thank you notes and other fun message tools (such as checklist pads)* for staff who would like to handwritten notes their peers. Managers will continually *assess peer to peer recognition* and revise and adjust methods on an ad-hoc basis.
CAREER MILESTONES

November
- Lead person reviews staff list and determines which employees will achieve a career milestone in the coming year. According to IRS rules, length of service awards must be in 5 year increments: i.e. 5, 10, 15, 20, 25 years.
- Lead person notifies supervisors of the staff members who have upcoming milestones.
- Supervisors will notify appropriate staff of an upcoming anniversary and give them instructions for choosing an item from the MOMA online store or the LL Bean website. Staff may alternatively choose a gift card from one of the following local businesses: Sportman & Ski Haus, The Toggery, Plant Land, Rocky Mountain Outfitters, Sage & Cedar, Three Forks Grille or Persimmon Gallery.
- Supervisor will communicate with the lead person about the chosen items by November 15th. If the deadline is missed, the lead person will select a gift card for the employee.

December
- Lead person will place the order for the gift items.
- When gift items arrive, they will be distributed to the staff member’s supervisor. The supervisor will be responsible for storing the item and presenting it to the staff member at their anniversary All Staff meeting.

Throughout the year
Gift items chosen will be presented to staff at the All Staff meeting during the month of their anniversary.

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<td>10 years = $60</td>
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