

AWARDS LIBRARY POLICY

POLICY STATEMENT

Kitsap Regional Library values the contributions of its staff. The Library has adopted an employee recognition program to recognize and reward exceptional work and longevity.

While informal recognition is encouraged at the team level, the Library formally recognizes employees for their years of service and performance aligned with the Library's mission and values.

Approval of employee recognition awards is contingent on the availability of funding.

All employees, including supervisors and managers, may nominate other eligible employees.

Monetary awards are determined annually based on the availability of funds. Cash and nontangible awards will be of nominal value. Cash or cash equivalent awards will be reported as taxable income.

1. Award Categories

1.1 Service Awards

Service awards recognize employees who have achieved significant longevity milestones. Longevity is calculated based on an employee's start date in a regularly budgeted position, not to include any previous volunteer or substitute time.

All regularly scheduled employees will be recognized for their years of service beginning their fifth year and every five years following (5, 10, 15, 20, etc.).

Recognition is given at these intervals and award levels:

- Five and ten years of service receive a pin.
- Fifteen years and higher are honored with a tangible token, such as a commemorative plaque, reflecting their dedication and years of service.

1.2 Performance Awards

Performance awards recognize employees who have demonstrated outstanding contributions to the Library's values of equity, service, and curiosity. Employees receive nominations from their peers or supervisors.

A maximum of six employees may be recognized quarterly. If more than six individuals are nominated within one quarter, names will be drawn randomly for selection.

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1.3 Annual Awards

Annual awards recognize exceptional performance that reflects the Library's mission and values and demonstrates behavior aligned with the core competencies. Staff or supervisors may nominate a colleague or a team who meets the criteria outlined for each award. Nominees make contributions that significantly impact the work of their colleagues, team, and the Library.

Awards are given to two individual contributors and one team.

In an interim, substitute, or temporary position, as well as for employees who have left the organization, formal awards or monetary recognition are not eligible. Similarly, volunteers, who are not considered employees, are also not eligible for recognition.