



STAFF RECOGNITION | QUICK START GUIDE 2016

# STAFF RECOGNITION AT A GLANCE

The ImaginE 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

## 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 handwrite notes their peers.. Managers will continually **assess peer to peer recognition** and revise and adjust methods on an ad-hoc basis.

## 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**.

# 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 15<sup>th</sup>. **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.

Dollar amounts based on years of service	
5 years = \$40	30 years = \$100
10 years = \$60	35 years = \$100
15 years = \$80	40 years = \$100
20 years = \$100	45 years = \$100
25 years = \$100	50 years = \$100