



E-026

## Richmond Heights Memorial Library SERVICE AWARDS

The Library recognizes all full-time employees for each increment of five (5) years of service. As long as the service is continuous, part-time employment will be used in calculating the total number of years of service for service awards. Awards increase in value the longer an employee remains with the Library. The value of the award is based on the number of years of service, broken down as follows:

Five Years	\$150
Ten Years	\$250
Fifteen Years	\$325
Twenty Years	\$425
Twenty-Five Years	\$625
Thirty Years	\$850
Thirty-Five Years	\$1,000
Forty Years	\$1,200

The following guidelines shall be used regarding the library's anniversary awards program:

- Anniversary awards are distributed on a calendar year, not fiscal year. Therefore, prior to the adoption of the next fiscal year budget, the Library Director will determine which employees are eligible for awards based on the current calendar year. For example, if an employee has a May hire date, they are not eligible to receive their anniversary award until the following December. If an employee leaves before December, they may request their award during their separation process. However, any employee that is terminated due to performance issues is not eligible for receiving the award.
- All anniversary awards will be in the form of a Library-issued check given to employees in December. The amount of the check issued may vary from the amounts listed above due to the estimated income tax withholding.

*Adopted by the RHML Library Board of Trustees January 16, 2024*