



## **Corporate Culture Guidelines**

**Effective: January 1, 2007**

The following are guidelines Alliance Library System has made effective January 1, 2007. All cards and gifts will be sent through the Human Resource Manager or designee, so supervisors should forward relevant news to her for distribution of the named practice. Employees may provide additional gifts/cards/parties etc. if they would like for any of these situations on their own time and budgets.

### **Birthdays**

ALS will send a birthday card to staff members in recognition of their birthday.

### **Extended Illness/Overnight Hospital Stays**

ALS will send a card along with a plant or flowers from the ALS Board of Directors and Staff not to exceed \$30 in value.

### **Funerals of Immediate Family Members of ALS Staff**

ALS will send a card and flowers (or a memorial-whichever is appropriate) not to exceed \$30 in value from the ALS Board of Directors and staff for the funeral of an employee or employee's spouse's parent, grand-parent, sibling, spouse, or child/grandchild.

### **Graduations, Births, Marriages**

ALS will send a card on behalf of the entire staff and will recognize the event at a staff meeting.

### **Retirements**

ALS will send a card on behalf of the entire staff and will purchase a gift for retiring employees not to exceed \$40 in value.

### **Secret Alliance Links**

ALS will sponsor a voluntary Secret Link program where names are drawn for a year long "secret pal" to be revealed at the ALS Holiday Celebration in December. Notes and letters are strongly encouraged and gifts may be purchased up to \$10.00.

### **Separations**

ALS will organize an employee-sponsored potluck and will purchase a cake for a going away celebration for employees leaving in good standing.

### **Staff Employment Anniversaries**

ALS will present a gift to commemorate staff employment anniversaries for 5 year increments (i.e. 5, 10, 15, etc.) of continuous, permanent years of service to be given at the Staff Holiday Celebration each year.

ALS will send a card to each staff member in recognition of their annual employment anniversary.

### **Volunteers**

ALS will honor volunteers each year during Volunteer Recognition Week.