

LAY EMPLOYEES EMPLOYMENT ANNIVERSARY RECOGNITION POLICY

1. The Congregation of Grace Lutheran Church shall recognize and honor extended periods of service of its lay employees after five years of employment in any classification (full-time, part-time, limited-time) and after the conclusion of successive five year intervals thereafter.
2. For purposes of this recognition, the lay employee's "starting date of employment" shall be the basis for defining the beginning of service.
3. Recognition shall be to inform the congregation and thank the employee in the In Touch and Sunday Bulletin. As more significant years of 10, 20 and 30 accumulate, more recognition such as an event during the coffee hour after a Sunday church service should be considered.
4. Each lay employee's supervisors shall be responsible for planning and conducting the recognition. The Human Resources Committee shall be responsible for monitoring when lay employee recognitions are due and inform lay employee's supervisors in a timely manner to allow for planning the recognition. The Human Resource Committee may participate in the recognition process upon request.