

WAYS TO SAY 'THANK YOU'

Tips For Recognizing Team Members Who Are Celebrating a Service Award

No Cost:

- Send a congratulatory email, text, or phone call.
- Schedule a Zoom meeting with a few of the team member's colleagues with a pretend subject and then surprise the team member with a surprise Zoom celebration.*
- Congratulate the team member in a department staff meeting.*
- Share the information with the department and ask people to congratulate the team member.

Low Cost:

- Send a handwritten card to the team member's home (managers can view the address in Workday).
- Ask department leadership to sign a letter of congratulations and send it to the team member's home.
- Request that a local bakery deliver cookies or a cake to the team member's home so that he or she can celebrate with family and friends.

Higher Cost:

- If your department has sufficient funds, send flowers or a small gift package to the team member's home.
- Please note that in order to avoid taxes, the value should be less than \$100.00
- If you have enough funding to give the team member a gift card, please enter it into Workday as a One-Time Payment. All gifts cards are taxed regardless of the value.

**Please check in advance with the team member's close colleagues to make sure he or she would be okay with this and not embarrassed by the attention.*



Service Awards