Why you need this policy:

From time to time your law firm may wish to recognize staff members' milestones, achievements, and/or special occasions.

How this policy helps you:

This policy will ensure that guidelines are established and that all staff members receive appropriate and equal recognition.

How to use this policy:

Modify this model policy as necessary for your law firm. This material is for informational purposes only and not for the purpose of providing legal advice. You should always contact your attorney to determine if this information, and your interpretation of it, is appropriate to your particular situation.

Model Policy: Recognition and social functions

Purpose

[Firm name] periodically holds social events for the entire staff during which some employees may be recognized for changes in their status or for special achievements.

Eligibility

Employees who complete one to four years of employment will be recognized at the monthly staff meeting held nearest their date-of-hire anniversary. Employees who complete five, 10, 15, or 20 years of service will be recognized similarly and will also receive a gift, selected by the office manager.

Employees who complete at least one year of service, and who consent, may be given a birthday gift or a social event as determined and selected by the employee's immediate supervisor and the office manager.

Employees who complete at least one year of service and who voluntarily resign under favorable conditions may be given a

farewell gift or a social event as determined and selected by the employee's immediate supervisor and the office manager.

Procedures

Employee promotions may ordinarily be celebrated by a group luncheon. The luncheon will be arranged at the discretion of the office manager. Costs not to exceed $100 may be charged to the firm's discretionary budget, provided there are sufficient funds in this budget. Employee birthdays will be recognized by a gift, arranged and delivered by the office manager.

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