

presumption of good faith may be rebutted by a preponderance of the evidence that the information disclosed was:

1. Knowingly false;
2. Disclosed with reckless disregard for the truth;
3. Deliberately misleading; or
4. Rendered with malicious purpose.

The immunity provided by Subsection 2 does not apply if the information provided is in violation of a nondisclosure agreement, or was otherwise confidential according to applicable law.

## **9.2 EMPLOYEE'S FLOWER AND GIFT FUND**

**Membership** - The Flower and Gift fund is maintained for the benefit of all State Library employees. Part-time and temporary employees are entitled to the same benefits as full-time employees.

## **9.3 SERVICE AWARD PROGRAM**

(Human Resource Management Services Administrative Code 4-07-18)

Each agency, department, and institution shall have a service award program that includes the features described in this policy. The purpose of the program is to recognize state employees for providing certain total years of service to the state.

The service award program must apply to all full-time classified employees in each agency, department, institution, board and commission of the state.

Agencies shall present employees with service awards when the employees complete 5, 10, 15, 20, 25, 30, 35, or 40 years of full-time employment with the state. Employees who leave their employment with the state and then return, will be given credit for their previous state service in determining their eligibility for future service awards.

The service award program is effective January 1, 1986, and is not retroactive. State employees shall be given credit for all of their employment with the state prior to the effective date in determining eligibility for future awards.

Employees who complete the full-time equivalent lengths of state service as follows shall receive the corresponding service award.

1. Following the completion of 5 years: certificate or plaque, and a gift not to exceed \$25.
2. Following the completion of 10 years: certificate or plaque, and a gift not to exceed a value of \$50.
3. Following the completion of 15 years: certificate or plaque, and a gift not to exceed a value of \$75.

4. Following the completion of 20 years: certificate or plaque, and a gift not to exceed a value of \$200.
5. Following the completion of 25 years: certificate or plaque, and a gift not to exceed a value of \$200.
6. Following the completion of 30 years: certificate or plaque, and a gift not to exceed a value of \$200.
7. Following the completion of 35 years: certificate or plaque, and a gift not to exceed a value of \$200.
8. Following the completion of 40 years: certificate or plaque, and a gift not to exceed a value of \$200.

**Retirement Awards.** For purposes of this award program, a minimum of 15 years service is required, with a condition that no employee may be recognized for more than one retirement.

- A plaque with a bronzed certificate or bronzed letter signed by the Governor.
- A gift with a value not to exceed \$200.
- Recognition through a farewell coffee party, where other employees and friends may extend congratulations and wish the person well on their retirement.

**Funding** - Expenditures for the service award and retirement program, except for the coffee party at retirement, are to be charged to each agency's budget. The dollar values of the gifts will be reviewed periodically for appropriateness.

**Administration** - Agencies must administer their service award programs consistent with this state program. Agencies may select vendors at their discretion, but may not exceed the indicated dollar values for individual service awards. Agencies may not provide cash as part of the service award program. An agency may, however, provide a gift certificate.

#### **9.4 INFANT AT WORK PROGRAM**

A State Library employee has the right to request to bring her/his infant child who is under two months of age to work. The employee must submit a request in writing to the State Librarian, which must include the time period to be covered. A time period of up to two months may be requested. If the request is granted, the employee must complete additional forms and sign off on the agency guidelines, procedures, and requirements, which are available in the administrative office.