



POLICY

Awards of Recognition	
Policy Number 130-025	Supersedes Policy Number Service Awards Policy #1221-53
Effective Date 2008-10-20	Approved by Council (Meeting Date / Motion) 2008-10-20 / 06-10-08

1.0 Purpose

It is the policy of the Town of Wolfville to recognize excellence in service delivery and high-quality work performed by the Town of Wolfville's employees.

2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

3.0 References

- 3.1 Awards of Recognition SOP 130-822

4.0 Definitions

- 4.1 Employee **Recognition** is a return on an employee's effort, dedication at work and results. It is governed by mutual respect and is expressed regularly through a host of simple gestures such as a sincere thank you, as well as symbolically through the receiving of an **Award**

5.0 Policy

5.1 Specific Objectives

The objective of this policy is to ensure that long service, dedication and special achievements are recognized.



POLICY

5.2 Retirement and Long-Service Awards

The Town of Wolfville will annually recognize those employees who are retiring and those individuals who have been employed in the Town of Wolfville for an extended period of time.

CAO

2008-10-20

Date