

Policy: AD-06-27
Policy Title: Years of Service Recognition Award Policy
Policy Purpose: Sets for guidelines for award implementation
Implementation Date: 08/14/2006
Revision Date: NA

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

YEARS OF SERVICE RECOGNITION AWARD POLICY

It is the desire of the Public Works Department to foster and promote increased productivity, efficiency, teamwork, safety, morale and various other positive work habits and behaviors in the department. Therefore, this particular award has been created in an effort to raise awareness of positive work habits and behaviors that occur within the department.

Specifically, the Years of Service Recognition Award sets forth guidelines for employee recognition based on years of service.

- 5 years of service: Employee receives a lapel pin
- 10 years of service: Employee receives a mantel clock
- 15 years of service: To be determined
- 20 years of service: Employee receives WPWD Watch
- 25 years of service/Retirement: Employee receives a WPWD ring as well as a dinner with the director and associates.

In addition to the above recognition awards, each employee receives a \$25 gift certificate annually on the anniversary of their date of employment.



Bruce A. Hauk, Director
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