

## **BULLETIN NUMBER 17**

**TO:** President, Vice Presidents, Deans, Directors, Department Chairs, and the Reynolda Campus Staff

**FROM:** Ralph D. Pedersen  
Director of Human Resources

**DATE:** January 16, 2001

**SUBJECT:** Staff Recognition Program

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1. To express appreciation to staff employees, the University has a policy of recognizing continued dedicated service through a program of service awards. The Service Awards Program recognizes staff employees' service to Wake Forest University in increments of five years through retirement. For each five-year increment, the program offers a collection of awards from which eligible recipients may select. The value of the award increases in proportion to tenure.
2. Effective January 1, 2001, the current staff recognition program will be modified as follows:
  - a. All service awards will be presented at an annual staff recognition luncheon to be held each year in October. (Service awards earned for the period January 1 - September 30, 2001 will be presented at the staff recognition luncheon in October 2001.)
  - b. Plans are being made to establish a "Staff Employee of the Year" Program as an added element of staff recognition. Recipients will be recognized and presented their awards at the annual staff recognition luncheon.
3. In addition to the staff awards luncheon, an annual event will be held each year in October to express the University's appreciation to all members of the Reynolda Campus staff. The Human Resources Department will work with the "Staff Network" in planning for this annual event.

4. Questions regarding service awards and/or staff appreciation activities may be referred to Doris McLaughlin, Employee Relations Manager at x4814 or [mclaughda@wfu.edu](mailto:mclaughda@wfu.edu).