



A14 Recognition of Service – Employees

Policy Objective

This policy has been prepared to enable the Shire to recognise employees with long service, and satisfy the provisions of Section 5.50 of the *Local Government Act 1995*.

Policy

The Shire will recognise long serving employees with more than 10 years of service on their resignation or retirement from the Shire.

Pursuant to the provisions of Section 5.50 of the *Local Government Act 1995*, Council has adopted the following guidelines with respect recognition of service payments to employees who are leaving the organisation.

Gratuitous eligibility of employees with less than 10 years of service will be at the discretion of the Chief Executive Officer on consideration of the merits of the employee having completed commendable and continuous service. The gratuitous recognition for tenure less than 10 years will be capped at \$100 (\$300).

Each eligible employee with more than 10 years commendable and continuous service shall receive:

- a) a letter from the Chief Executive Officer acknowledging the length of service; and
- b) a gift voucher to the value of:
 - 10+ years' service \$500
 - 20+ years' service \$1,000
 - 30+ years' service \$1,500

The Shire may recognise employees with over 10 years continuous service on resignation or retirement, by way of a sundowner or other suitable function, with an expenditure limitation of up to \$20.00 (\$40.00) (all inclusive) per attendee. The cost of holding a function is to be contained within the annual budget with approval from the Chief Executive Officer.

A recognition of service gift will not be provided to an employee who has been dismissed for any reason other than redundancy, resignation or retirement.

For the purposes of this policy continuous service shall deem to include:

- a) any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- b) any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three (3) months in each calendar year but not including leave without pay or parental leave.
- c) any period of absence that has been supported by an approved workers compensation claim up to a maximum of one (1) year.



DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer		Decision Maker: Council
Compliance Requirements: Appropriate Annual Budget Allocations		
Legislation:	S5.50 (Payments to Employees in Addition to Contract or Award) of the <i>Local Government Act 1995</i>	
Industry:		
Organisational:		
Document Management:		
Risk Rating: Low	Review Frequency: 4 Years	Next Due: 2026
Version #	Decision Reference:	Description:
a	OCM 21/07/2020 Item 13.2	Comprehensive Policy Register Review
b	OCM 20/10/2020 Item 13.3	Adjusted Values Commendable and Continuous Service
c	OCM 19/07/2022 Item 12.1.1	Comprehensive Policy Register Review
d	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments