



# EMPLOYEE RECOGNITION POLICY

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## 1. OBJECTIVE

To allow for the recognition of employees whose employment with the Shire is ending, based on the length of their service to the Shire. This recognition may be awarded in addition to their entitlements under an Award, Workplace Agreement or Contract of Employment upon voluntarily ceasing their employment with the Shire.

To outline the circumstances under which an employee who experiences a bereavement, birth or marriage, may be awarded a gift

## 2. PRINCIPLES

### 2.1 Gratuity Payments and Gifts to Employees on Resignation or Retirement

#### 2.1.1 Resigning and Retiring – Gift and Function

As a token of appreciation, the Shire may present resigning employees with a gift voucher. Gifts should be to the maximum amount of \$1,575, as follows:

Completed Years of Continuous Service	Gift to the Maximum Value of	Calculated Gratuity Payment
5 - 10	\$100 plus \$25 per further completed year of service	5 yrs - \$100 6 yrs - \$125 7 yrs - \$150 8 yrs - \$175 9 yrs - \$200
11 - 15	\$250 plus \$25 per further completed year of service	10 yrs - \$250 11 yrs - \$275 12 yrs - \$300 13 yrs - \$325 14 yrs - \$350 15 yrs - \$375
16 - 25	\$400 plus \$50 per further completed year of service	16 yrs - \$400 17 yrs - \$450 18 yrs - \$500 19 yrs - \$550 20 yrs - \$600 21 yrs - \$650 22 yrs - \$700 23 yrs - \$750 24 yrs - \$800 25 yrs - \$850

“Continuous service” does not include any period of unauthorised absence from duty, or any period of unpaid leave (unless Council determines otherwise).



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All gifts should take the form of a Gift Voucher from a department store taking the employee's preference into account. A card will be circulated for staff to sign, and collections from staff are not encouraged.

In addition, The CEO may organise the provision an appropriate function.

This token of appreciation will not be available to employees whose employment has been terminated as a result of unsatisfactory performance or misconduct.

The CEO is authorised to make payments in accordance with, and within the limits set out in, this policy. The CEO will decide whether a gift or a cash / cheque payment will be made, taking the employee's preference into consideration.

### 2.1.2 Payments in Excess of Council Policy

Council may resolve to make a payment to a terminating employee which is more than the amount set out in this policy. If such a decision is made, local public notice must be given, in accordance with Section 5.50 (2) of the *Local Government Act 1995*.

## 3. REFERENCES TO RELATED DOCUMENTS

- Section 5.50 (2) of the *Local Government Act 1995*

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Resolution Numbers:	
Last Reviewed:	November 2017
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Responsible Officer:	CEO

[Signature]  
Signed

[Print Name]  
Shire President

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.