

- Objectives:** Progressive
- Outcome:** 4.1 - A resilient, efficient and effective organisation.
- Strategy:** 4.1.1 - Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources.

Purpose

The purpose of this policy is to express appreciation to employees with extended periods of continuous service and to promote positive workplace relations between the Shire and its employees.

Definitions

“continuous employment” includes long service leave, study leave, sick leave and compassionate leave. It includes part time and full time employees and those who may have, from time to time, been both a full time and part time employee. For the purpose of calculating the anniversary date for qualifying for the entitlement it does not include periods of leave taken without pay, maternity leave and any other type of approved leave where the employee remains an employee of the Shire but is not paid for the period of absence by the Shire.

“note” the period a person has been employed in either a full time or part time position will be interpreted for the purpose of this policy as the employment period i.e. five (5) years part time will still be considered employment for a period of five (5) years for the purposes of qualifying for the entitlement.

Policy

Milestone service achievements

Eligibility is based upon years of continuous employment with the Shire:

- a) Employees with a minimum continuous service of five (5) years and for every five (5) year increment thereafter, from the date of their employment, is eligible for service recognition.
- b) Eligible employees must be in active service on their anniversary date to receive this recognition.
- c) Employees on leave of absence will receive their award upon return to active employment.
- d) Council will contribute a gift of \$50 per year of service to employees who achieve five (5) years continuous service from the date of their employment, and on every five (5) year increment thereafter.
- e) The Shire will host a morning tea or similar every three months to present the service awards.
- f) No cash or cheque directly paid to the employee will be allowable – contribution will be made via a gift voucher or gift vouchers to various retailers.

Anniversary recognition

- a) Permanent employees are eligible for an annual anniversary bonus commencing on their third (3) year anniversary of continuous employment.
- b) No cash or cheque directly paid to the employee will be allowable. Recognition will be a gift voucher to an outlet of the employees' choice to the value of \$100.00.

References

Name of Policy	1.4.4 Recognition of Long Serving Employees
Previous Policy	G924 – Recognition of Long Serving Employees (E15/5096)
Date of Adoption and Resolution Number	
Review dates and Resolution Numbers	Reviewed OCM187/09/15 29/09/2015 Ordinary Council Meeting Modified OCM179/12/17 18/12/2017 Ordinary Council Meeting
Next review date	
Related documents	<p>Acts/Regulations <i>Local Government Act 1995</i></p> <p>Plans/Strategies Strategic Community Plan 2017 - 2027</p> <p>Policies Nil</p> <p>References Nil</p> <p>Delegations Nil</p> <p>Work Procedures TBC</p>

Note: changes to references may be made without the need to take the Policy to Council for review.