

OPERATIONAL POLICIES

Employee Recognition



Policy Number: O10 Employee Recognition

Relevant Delegation: Not Applicable

Approved Details: 6 January 2023

Last Review Details:

POLICY OBJECTIVE:

To promote and encourage a loyal and committed workforce; and to officially recognise the ongoing contribution, dedication, and service of staff to Council and the community.

POLICY SCOPE:

Applies to all staff at the discretion of the CEO.

POLICY STATEMENT:

INTRODUCTION

Under section 5.50(1) of the *Local Government Act 1995* local governments are required to have a policy in place before they are able to recognise their staff for their valuable contributions through gratuity payments or gifts.

PRINCIPLES

This Policy recognises the importance of employee retention to establish an effective and efficient workplace through gratuity payment or gift.

- (a) Promote and encourage loyalty.
- (b) Promote and encourage dedication to Council and the community.
- (c) Show appreciation for long term commitment to Council and the community.
- (d) Show appreciation for contributions to Council and the community.
- (e) Celebrate as an entity achievements through all staff get together as deemed appropriate
- (f) The policy is in effect at the date of policy adoption and will not be applied retrospectively

PROVISIONS

EMPLOYEE RESIGNATION OR RETIREMENT

Upon the resignation or retirement of an employee, a card, flowers and/or gift voucher equal to contribution to an amount of \$100 per person which is personalised to the individual. An additional contribution from staff members can be sought to contribute to the gift.

In addition to the above, the Shire may recognise employees on resignation or retirement, by way of a suitable function, at the discretion of the CEO.

The presentation of a gift for Senior Executive Officers is to be considered independently of this Policy by Council, taking into account the limitations on such payments imposed by regulation. (Refer *Local Government (Administration) Regulations 1996* – Regulation 19A).

TRIBUTES TO EMPLOYEES IN THE EVENT OF ILLNESS/ACCIDENT OR BEREAVEMENT

The CEO is authorised to acknowledge staff members in the event of hospitalisation, an accident or bereavement via card, flowers, chocolates, small gift etc or if requested in lieu, a donation to a nominated charity.

Value of gift to be up to \$150.

RECOGNITION OF SIGNIFICANT OCCASIONS

The CEO is authorised to acknowledge significant achievements by staff members e.g. birth of a child via card and flowers or a small gift.

The value of these tributes, gifts or donation referred to above is to be up to \$150.

SIGNIFICANT MILESTONES DURING EMPLOYMENT

In order to recognise long serving employees, at 30 March each year, a report will be prepared by the Executive Manager Corporate and Community Services listing all employees who have attained or will attain 5, 10, 15, 20 or 25 plus years of continuous service with the Shire of York. Employees who work in excess of 25 years will continue to be recognised on a five yearly basis at a value of \$500 dollars.

Service	Gift
5 Years	Voucher to value of \$100
10 Years	Voucher to value of \$200
15 Years	Voucher to value of \$300
20 Years	Voucher to value of \$400
25 Years +	Voucher to value of \$500

The voucher will be presented to the employee by the President or CEO at the Ordinary Council Meeting held the May after the March report, or as otherwise determined by the CEO.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Continuous service means staff who have been employed by the Shire of York on a casual or permanent basis without termination of their employment (termination payment was not made).

Responsible Officer:	Executive Manager Corporate and Community Services
Contact Officer:	Executive Manager Corporate and Community services
Relevant Legislation:	Section 5.50(1) of the <i>Local Government Act 1995</i> Regulation 19A of the <i>Local Government (Administration) Regulations 1996</i>

Review History:

Date Review Adopted:	Reference Number
Approved at ELT 6 January 2023	INT23/944C86E
Former Policy No:	New
