



# Recognition of Service Policy

<b>Policy No:</b>	HR-20
<b>Council Resolution Ref:</b>	194/24
<b>Date Adopted:</b>	21 August 2024
<b>Review Date:</b>	August 2027
<b>Version No:</b>	3
<b>Responsible Officer:</b>	HR Manager

## Purpose

The purpose of this policy is Council values, recognises and commends long-term service, loyalty and commitment from its employees. In identifying the significant service of employees, Council recognises the employment contribution of individuals at specified service milestone

## Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Recognition of Service policies (whether written or not).

## Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

### Definitions

**Employee** - An employee includes full, or part time ongoing employees and executive officers employed under contract. It excludes casual employees and contingent labour. An employee who ceases employment due to misconduct is ineligible for a service recognition award.

**Service** - Service for the purpose of this policy is any period of continuous employment with Council, including approved leave (paid and unpaid). It does not include periods of service earned outside of Council (even if those periods are recognised for Long Service Leave purposes). Casual service will not be recognised as eligible service for the purposes of this policy

**Continuous Service** – Continuous service for the purpose of this policy is a period of ongoing employment (excluding casual employment) where there have been no breaks in service for periods of 3 months or more. If service is broken for a period of 3 months or more then the recognition of service count will revert to zero.

**Exceptions** - Service for the purpose of this policy only may include periods of non-continuous Council employment as a result of one or more of the following circumstances:

- resignation due to family reasons or illness and subsequent re-employment with Council on the condition that the employee has performed no paid work during that absence;
- an approved secondment period to a position or project in another government authority or entity;
- transition to a business in which the Council is a shareholder and re-employment with Council with no break in service continuity.

An employee may be required to provide documentation and/or a written statement confirming that he/she did not undertake any form of paid employment during any periods of absence from Council.

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## Policy

### Recognition of Years of Service – Existing Staff

The Payroll Officer will generate a list of employees who have achieved service milestones as at 30 June each year. Service recognition is on a financial year basis.

Eligible employees who have left Council prior to an award recognition event may receive a service recognition award via the post if unable to attend the relevant service recognition function

Entitlements	20yrs	25yrs & over
Certificate of Service	✓	✓
Gold Watch	✓	

### Recognition of Years of Service – Staff Leaving Council

Directors/Supervisors are encouraged to acknowledge employees who leave Council (other than for reasons of misconduct) in an appropriate way (e.g. morning tea) in consultation with the employee.

Entitlements	2–4yrs	5–9yrs	10-14yrs	15+ yrs
Gift Value	Not to exceed \$100	\$100	\$300	\$500

## Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

## Definitions

[insert definitions]

*Example*

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

## References

[insert legislation, guideline or statutory instrument]

*Example*

- *Local Government Act 2009*



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## Version Control

Version No.	Date	Approved	Amendment
3	21/08/2024	DCS	Review

## Approval

Chief Executive Officer			
Date:	21/008/2024	Signature:	Bruce Scott