



Council Policy Manual

RECOGNITION OF STAFF SERVICES

Policy, procedure protocol	Policy
Document version	2
Policy number	HR1/16
Keyword classification	
Adoption date	23/11/2018
Resolution	220/18
Consultation period	
Review due date	Token values reviewed annually
Date revoked	
Documents superseded	397/10 56/91 & 57/91
Related Documents	
Relevant delegations	
Responsible officer	Human Resources / Executive Assitant



Council Policy Manual

Purpose of the policy	3
Scope of the policy	3
Recognition of Years of Service	3
Implementation	3
Implementation responsibility	4
Review	4



Council Policy Manual

RECOGNITION OF STAFF SERVICE

Purpose of the policy

This policy aims to promote the recognition of employees for their commitment, service and contribution to Brewarrina Shire Council.

Scope of the policy

This policy will apply to all employees of Council, including part-time and casual employees who achieve aggregate hours of continuous employment full-time equivalent to a minimum of five years service and thereafter, with recognition at five-yearly intervals.

Council's Human Resources Manager and Executive Assistant will organise presentations, gifts and awards for the relevant employees according to the table below.

Recognition of Years of Service

After completing the relevant number of years' service with Council, Council will present a token of appreciation to the employee as specified in the following Schedule:

NUMBER OF COMPLETED YEARS OF SERVICE WITH COUNCIL	TOKEN OF APPRECIATION	VALUE
5 Years of Service	Letter from Mayor	\$50
10 Years of Service	Framed certificate signed by mayor	\$100
15 Years of Service	A gift to the Value of	\$150
20 Years of Service	A gift to the Value of	\$200
25 Years of Service	A gift to the Value of	\$250
30 Years of Service	A gift to the Value of	\$300
After 35 Years of Service	No further gift will be presented until retirement, then the value of gift to be in accordance with length of employment.	Value not exceeding \$300

For the purpose of this Policy, 'service' shall mean from the date of commencement, exclusive of periods during which the employee was not entitled to payment or to accrue leave entitlements: for example: leave without pay, maternity leave, etc.

Implementation

A report, outlining staff progression for recognition and awards presentation, will be provided annually at the September Council meeting.



Council Policy Manual

Presentations will be conducted annually at the Mayors Christmas Party. The manner in which these presentations are to be conducted will be determined by the General Manager and the Mayor.

Employees who are terminated as a result of unsatisfactory work performance and / or serious misconduct are excluded from this Policy.

Implementation responsibility

Responsibility for implementing this policy rests with the General Manager.

Review

This policy shall be reviewed every 5 years but values for Token of Appreciation will be reviewed on an annual basis.