



RECOGNITION OF SERVICE POLICY

Document Status	Adopted
Statutory Environment	Local Government Act 1995 Section 5.50

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	20 December 2018	115-18/19	New Policy on advice from WALGA – Section 5.50 LG Act	

PURPOSE

This policy has been prepared to enable the Shire to recognise employees with long service, and satisfy the provisions of Section 5.50 of the Local Government Act 1995.

OBJECTIVE

To ensure all Local Government staff are familiar with the legislative requirements regarding gratuities and for presenting the formal recognition of satisfactory and extended service by Local Government employees.

POLICY

The Shire may recognise long serving employees with more than 10 years of service during their employment and on their resignation or retirement from the Shire.

Pursuant to s. 5.50 of the Act, this gratuity policy outlines that there are to be no Monetary Gratuity Payments made to an employee.

GUIDELINES

Local Government Act 1995 s5.50,

Annexure A – Eligibility to Gratuity Payments and Presentations

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It is the Policy position of Council that when an employee's services are ceasing with the Local Government for any of the reasons identified below, the employee will be entitled to Recognition of the Officer's Service as outlined within this policy based on the completed years of service:

- Resignation (not as a result of any performance management or investigation being conducted by the Local Government);
- Retirement; or
- Redundancy.

On Resignation or Retirement

Ex-Gratia Cash payments, in recognition of extensive or exemplary service, shall not be made to a staff member upon their termination of employment from the Shire, whether as a result of retirement or resignation or redundancy.

This policy does not apply to an employee who has been dismissed by the Local Government for any reason other than redundancy.

The Shire may recognise employees with over 10 years continuous service on resignation, retirement or redundancy by way of a Sundowner or other suitable Function.

The Officer will be provided with a framed Certificate of Appreciation indicating the Years of Service. The cost of holding such a Function is to be contained within the "Functions and Catering/Refreshments" Cost Centre Budget and arranged by the CEO in conjunction with the Shire President.

Determining Service

For the purpose of this policy, continuous service shall include:

- a) Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays.
- b) Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- c) Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of one year.

For the purpose of this policy, continuous service shall not include:

- a) Any period of unauthorised absence from duty unless the Local Government determines otherwise.
- b) Any period of unpaid leave unless the Local Government determines otherwise.
- c) Any period of absence from duty on Parental Leave unless the Local Government determines otherwise.

Payments/Presentation in addition to this Policy

The Local Government agrees not to make any Payment or Presentation in addition to that contained within this policy until the Policy has been amended to reflect the varied amount and caused local public notification to be given in relation to the variation pursuant to Section 5.50 of the Local Government Act.

Variation to Policy

This policy may be varied or cancelled from time to time by Council.

Council is committed to taking reasonable action to ensure that any variation or cancellation to this policy is notified to all employees prior to the variation taking effect, including (but not limited to) notifying all employees via normal correspondence of the variation including the proposed reasons for such variation.