



# Gladstone Regional Council

## Council Policy

Title	<b>STAFF RECOGNITION POLICY</b>
Policy Number	<b>P-2014/18</b>
Responsible Directorate	<b>OFFICE OF THE CHIEF EXECUTIVE OFFICER</b>
Responsible Officer	<b>MANAGER OF PEOPLE AND PERFORMANCE</b>
Date of Adoption	<b>18 MARCH 2014</b>
Resolution Number	<b>G/14/1926</b>
Date Review Due	<b>18 MARCH 2017</b>

### 1.0 PURPOSE:

To provide structure and consistency to the important task of recognising the service of long term employees of Gladstone Regional Council.

### 2.0 SCOPE:

All employees of Council including full-time, part time, casual and those employees on employment contracts who achieve the nominated periods of continuous employment.

### 3.0 RELATED LEGISLATION:

Nil

### 4.0 RELATED DOCUMENTS:

Nil

### 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

- **Years of Service** means *the years of service used for calculating an employee's long service leave entitlement except that service with any other employer shall not be counted subject to the exemption below:-*  
*Years of service does include:*
  - (a) *service with the former Gladstone City Council, Calliope Shire Council, Miriam Vale Shire Council and the Gladstone Calliope Aerodrome Board prior to amalgamation in 2008; and*
  - (b) *service with the Gladstone Airport Business Unit up to the time of Corporatisation*

(1 July 2012).

*The calculation of years for service for casuals is based on the casual employee having had a casual work association with Council consistently from year to year (ie. no break in the casual service arrangement of longer than 12 months).*

**Examples:**

1. If a full time employee, or employee on an employment contract who currently works with Council and has 11 years service (with 12 months off on maternity leave) and five years of that service with the former Calliope Shire Council, would be entitled to be recognised for 10 years service (maternity leave does not qualify for calculating an employee's long service leave entitlement, but service with the former Councils prior to amalgamation, does qualify).
2. A part time employee who has had continuity of employment with Council on a part time basis for 10 years, they would be entitled to be recognised for 10 years service.
3. A casual employee who has worked for Council consistently for 10 years and has not had a break in that work association of longer than 12 months, would be entitled to be recognised for 10 years service.

**6.0 POLICY STATEMENT:**

**6.1 RECOGNITION OF YEARS OF SERVICE**

After completing employment with Council for a minimum of ten years of service and thereafter at five year intervals, Council will present a certificate, for the recognition of years of service, to the Employee.

Certificates for 'Recognition of Years of Service' will be presented to recipients as an aggregated group at a ceremony organized by Council in line with management arrangements from time to time<sup>1</sup>.

**6.2 PRESENTATION ON RETIREMENT OR RESIGNATION**

Upon retirement or resignation, and after completing the relevant years of service with Council, Council will contribute the amount listed in the table below toward the cost of a gift, retirement / resignation function or combination thereof.

The choice of gift and / or function is at the discretion of the subject employee.

<b>NUMBER OF COMPLETED YEARS OF SERVICE WITH COUNCIL</b>	<b>VALUE</b>
After 10 Years of Service	Up to and including \$150
After 15 Years of Service	Up to and including \$220
After 20 Years of Service	Up to and including \$290
After 25 Years of Service	Up to and including \$360
After 30 Years of Service	Up to and including \$430
After 35 Years of Service	Up to and including \$500

<sup>1</sup> Specifically, it is the intention of management to introduce a single, centralised function for employees toward the end of 2012 and for such presentations to be made at this event.

Gifts will be presented to recipients at a ceremony organized by their department / team of Council.

Council may at its discretion consider whether a further presentation / ceremony is warranted. The Mayor is authorized to decide on behalf of Council as and when it is deemed appropriate.

**7.0 ATTACHMENTS:**

Nil

**8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

TABLE OF AMENDMENTS		
Originally Adopted	17 JULY 2012	G/12/122 (formerly Policy P-3.04.07)
Amendment 1	18 MARCH 2014	G/14/1926
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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**STUART RANDLE**  
**CHIEF EXECUTIVE OFFICER**