Recognition of Employees' Service Policy

Responsible Directorate	**Corporate Services**
Responsible Business Unit/s	**Human Resources**
Responsible Officer	**Manager Human Resources**
Affected Business Unit/s	**All**

Objective

The objective of this policy is to detail the circumstances for when payments are to be made to employees in addition to contract or award on cessation of employment in accordance with Section 5.50 of the *Local Government Act 1995.*

Scope

This policy applies to all City of Stirling employees.

Policy

Council will formally recognise length of service and loyalty of employees during employment and at their resignation or cessation of service.

1. Resignation or Cessation of Service

1.1 Except for where an employees' service has been ceased due to misconduct, upon resignation or cessation of service, employees with ten or more years continuous service shall receive an official acknowledgement of their service in the form of a personal letter signed by the Mayor and the Chief Executive Officer or the relevant Director, denoting the period of service, an expression of the City's appreciation of the Officer's contribution to the City together with any other related matters

The Human Resources Business Unit is will prepare the letter for signing by all parties.

1.2 As a tangible expression of appreciation to employees' length of continuous service, the following payments apply (Council Resolution 0908/064):-

Employee commencement date prior to 1 January 2009

Eligible employees will receive payment to the net value of $155.14 per completed year of service (adjusted by Consumer Price Index on 1 January each year).

Employee commencement date from 1 January 2009

Eligible employees will receive a gross monetary payment in the year that they reach the milestone:

- 5 years- $100
- 10 years - $500
- 15 years - $750
- 20 years - $1000
- 25 years - $1250
- 30 years - $1500
- 35 years - $1750
- 40 years - $2000
- 45 years - $2500

All payments are processed through the payroll system and subject to applicable taxation and superannuation.

Retiring employees are offered a farewell function which is arranged by the Business Unit Manager through the Manager Governance.

The cost of the function is costed to the relevant Business Unit budget.

1.4   Where the Council believes that level and length of service of an otherwise qualifying employee warrant additional consideration a further sum may be met by Council but such further sum will not exceed 2% of the base salary applicable for the employee at the date of cessation of the employee's employment.

1.5   In the event of an employee bereavement whilst in the City's employment, a letter and suitable engraved gift to the same value as in paragraph 1.2 above should be arranged and presented, at a suitable time, to the family of the deceased at a small ceremony if agreed to by the family or delivered to the home of the family if they would prefer not to have the ceremony.

1.6   That in the case of any payment on cessation under paragraph 1.2 that the payment be advertised in accordance with section 5.50 of the *Local Government Act 1995*.

2.   Years of Service

2.1   The City recognises continuous years of service from 5 years and at subsequent five year intervals. All employees will be awarded a service badge and framed certificate presented to the employees by the Director or representative.

2.2   Employees with 25, 30, 35, 40, 45 and 50 years of service will be invited to join the Mayor, Councillors and Executive Team at the annual Stirling Stars Event and will presented with a gift in recognition of their contribution to the City.

Definitions

Nil

Relevant management practices/documents

Years of Service Management Practice

Legislation/local law requirements

Local Government Act 1995 (Section 5.50)

Office use only				3
Relevant delegations	Not applicable			
Initial Council adoption	**Date**	19 August 1975	**Resolution #**	
Last reviewed	**Date**	26 May 2020	**Resolution #**	0520/027
Next review due	**Date**	2021		