

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(g)	Service awards
VERSION AND DATE ADOPTED	2	29 January 2009
RESPONSIBLE OFFICER		Manager Human Resources

Introduction

Council appreciates the contribution made by long serving employees and has established formal award systems to recognise extended and valued service.

Certificates of Service

Certificates of Service for long serving employees will be presented at:

- **10 Years** - Certificate of Service, Bronze Council Badge, Beer Tankard or Wine Glasses.
- **20 Years** - Certificate of Service, Silver Council Badge, Beer Tankard or Wine Glasses and Framed Landscape Photo.
- **30 Years** - Certificate of Service, Gold Council Badge, Beer Tankard or Wine Glasses and Watch.
- **40 Years** - Certificate of Service, Beer Tankard or Wine Glasses and suitable presentation gift at Council's discretion.

Service for the purpose of this recognition shall be either temporary, casual, fixed term contract or permanent service provided the service is continuous. Continuous service is defined as any service without a break exceeding one month. Any period of leave without pay or maternity leave without pay shall not be a break in service but will not count as service for the purpose of these awards.

An annual function is hosted by the Mayor and Councillors for all staff and their partners. Service awards will be presented to eligible employees at the function.

Awards on Termination

Council also recognises long serving employees on the termination of their employment by providing awards on the following basis:-

- **10 to 15 years continuous service in**
 - Gift to the value of \$350 plus a contribution of \$100 towards a farewell function
- **15 to 20 years continuous service**
 - Gift to the value of \$500 plus a contribution of \$150 towards a farewell function
- **Over 20 years continuous service**
 - Gift to the value of \$750 plus a contribution of \$150 towards a farewell function.

The awards are made on termination of employment through resignation, retirement, redundancy or death, but are not made in the event of dismissal on disciplinary grounds.

In the event of the death of an employee, the relevant amounts above will be offered as a contribution towards funeral expenses.

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Employees who have worked less than full-time hours will receive pro rata entitlements on the basis of the average number of hours worked per week over the whole service period. Employees who have averaged less than 21 hours per week (35 hour per week positions) or 22.8 hours (38 hour week positions) shall receive 50% of the above amounts.

Consideration will also be given to the presentation of awards in exceptional circumstances but such cases must be approved by the General Manager.