

1.6 RECOGNITION OF EMPLOYEE SERVICE

Responsible Directorate	Corporate Services
Resolution	November 2024 C20.11.24
Policy Ref	Employee Farewell Functions CEO Policy (4.16) Employee Recognition Program CEO Policy (4.25)
Procedure Ref	Employee Recognition Program Procedure

1. PURPOSE

To recognise the service of employees at the time of their resignation or retirement from the Shire.

2. SCOPE

This policy applies to full time and part time employees who are ceasing employment due to resignation, retirement or redundancy.

This policy is the Shire's policy in relation to payments employees in addition to contract or award whose employment with the local government is finishing for the purposes of section 5.50 of the Act.

3. POLICY

3.1. Eligibility

Full time and part time employees who are ceasing employment due to resignation, retirement or redundancy are eligible to receive recognition in accordance with this policy.

Part time employees are eligible to receive recognition in accordance with this policy on a pro-rata basis according to average standard hours worked.

An employee who is subject to performance management or investigation by the Shire at the time of ceasing employment; or who has been dismissed for reasons other than redundancy is not be eligible to receive recognition in accordance with this policy.

3.2. Gratuity

Eligible employees will receive a gratuity in recognition of their service.

Length of Service	Gratuity
Less than 5 years	nil
5 to 9 years	to the value of \$100
10 to 14 years	to the value of \$250
15 to 19 years	to the value of \$375
20 years or more	to the value of \$500

For eligible employees employed prior to 31 December 2004, the provisions of the former “Benefits to Departing Employees Policy” apply.

Length of Service	Gratuity
20 to 24 years	to the value of \$500
25 to 29 years	to the value of \$625
30 to 34 years	to the value of \$750
35 to 39 years	to the value of \$825
40 years or more	to the value of \$1,000

4. RELATED LEGISLATION

Local Government Act 1995, section 5.50

Local Government (Administration) Regulations 1996, regulation 19A

5. RELATED DOCUMENTS

Not applicable