**4.4 Staff Service Recognition Policy**

# STRATEGIC PLAN OBJECTIVE

3.5 To improve organisational culture, health, welfare and safety.

# PURPOSE

To recognise the tenure of long serving staff within the EMRC.

# LEGISLATION

Nil

# SCOPE

This policy applies to all EMRC staff, including part time and casual employees, who achieve aggregate hours of continuous employment equivalent to a minimum of five years service.

# POLICY STATEMENT

The aim of the Staff Service Recognition policy is to formally recognise staff for their service and contribution to the EMRC.

* Recognition will be given after the completion of five years continuous service from the date of a staff member’s most recent hire into a continuous employment position at the EMRC, and at five year intervals thereafter.
* Eligible staff must be in active service on their anniversary date in order to receive a Service Recognition Award.
* Staff on leave of absence will receive their Service Recognition Award upon return to active employment.

**Service Awards**

* After completing the relevant number of years’ of continuous service with EMRC, the staff member will be presented with a Certificate of Appreciation signed by the Chairman and Chief Executive Officer and a gift to the value specified in the Schedule below, at a Service Recognition Ceremony.
* The Service Recognition Ceremony will be a Council funded event (e.g morning tea or sundowner) as determined by the Chief Executive Officer.
* Service Recognition presentations will be made by the Chief Executive Officer, or nominee, and the Chairman, or nominee, if practicable.
* Service Recognition Ceremonies will take place as near as possible to the staff member’s anniversary date, having regard for such factors as the number of staff qualifying in any one year and the significance of the anniversary being celebrated.

**Administration**

* Human Resources will be responsible for providing to the Chief Executive Officer, relevant Director, and relevant Manager, a list of staff eligible for Service Recognition at least two (2) months prior to the event and will assist with the preparation and planning of the Service Recognition Ceremony.
* The Chief Executive Officer’s office will be responsible for liaising with the CEO and Chairman in identifying a suitable date to hold the Service Recognition Ceremony.

**SCHEDULE - Recognition of Years of Service**

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| **Number of Years of Continuous Service** | **Service Recognition Award** |
| 5 Years of Service | Framed Certificate of Appreciation  Gift to the value of $100 |
| 10 Years of Service | Framed Certificate of Appreciation  Gift to the value of $150 |
| 15 Years of Service | Framed Certificate of Appreciation  Gift to the value of $200 |
| 20 Years of Service | Framed Certificate of Appreciation  Gift to the value of $400 |
| After each period of 5 years thereafter | Framed Certificate of Appreciation  Gift to the value of $450 |

# FINANCIAL CONSIDERATIONS

An amount will be provided in the annual budget to meet estimated costs.

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| Adopted/Reviewed by Council | 1. 06 September 2001 2. 02 May 2002 3. 20 May 2004 4. 23 February 2006 5. 18 September 2008 6. 23 September 2010 7. 18 September 2014 8. 06 December 2018 |
| Next Review | Following the Ordinary Elections in 2021 |
| Responsible Directorate | Corporate Services |