**4.5 Gifts to Staff for Farewells and Special Circumstances Policy**

# STRATEGIC PLAN OBJECTIVE

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

# PURPOSE

To establish policy and guidelines relating to farewell and/or special circumstance gifts and farewell functions that may be conferred on a staff member for the following reasons:

1. Retirement, resignation or redundancy from their employment with the EMRC through personal volition (non-disciplinary); and
2. Special circumstances such as the birth/adoption of a staff member’s child, marriage of a staff member, bereavement in the affected staff member’s immediate family, or long-term or serious illness of staff member.

# LEGISLATION

Nil

# SCOPE

This policy applies to all EMRC staff, including part time and casual employees. Eligibility is based primarily upon years of continuous service.

# POLICY STATEMENT

The aim of this policy is to establish the circumstances for providing:

* an additional benefit to staff leaving the Council’s employment voluntarily (and not under any disciplinary procedures)
* a gift to staff under special circumstances.

**Retirement, Resignation or Redundancy Benefit**

Individual staff members may receive a notional benefit in accordance with the following table:

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| **Length of Service** | **Notional Benefit** |
| < 5 years | * No contribution towards a staff collection * An exception may be made at the discretion of the Chief Executive Officer (CEO) in the event that it is deemed appropriate. * Morning or afternoon tea or appropriate after hours staff function as determined by the CEO. |
| 5 years to < 10 years | * $100 contribution towards a staff collection; * Letter of appreciation from the CEO; and * Morning or afternoon tea or appropriate after hours staff function as determined by the CEO. |
| 10 to < 15 years | * $200 contribution towards a staff collection; * Letter of appreciation from the CEO or Chairman; and * Morning or afternoon tea or appropriate after hours staff function as determined by the CEO in consultation with the Chairman. |
| 15 to < 20 years | * $250 contribution towards a staff collection; * Letter of appreciation from the CEO or Chairman; and * Morning or afternoon tea or appropriate after hours staff function as determined by the CEO in consultation with the Chairman. |
| 20 years and over | * $300 contribution for a gift on behalf of Council; * Letter of appreciation from the CEO or Chairman; * Morning or afternoon tea or appropriate function as determined by the CEO in consultation with the Chairman; and/or * Luncheon with CEO and key personnel. |

**Special Circumstances Benefit**

Where special circumstances exist, the CEO has the discretionary authority to provide the affected staff member with an appropriate token benefit (flowers or equivalent gift) on behalf of the EMRC.

**Responsibilities:**

* The staff member’s Director or nominee is responsible for planning the appropriate presentation, in consultation with the Chief Executive Officer.
* Human Resources is responsible for providing the Director or nominee the staff member’s details relevant to this policy such as personal address, years of service etc.

# 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 |