

Council Policy 4.4

Employees Service Recognition

Objective

To recognise employees for their continuous service and contribution to the EMRC.

Purpose

To recognise the tenure of long serving employee 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 Employee Service Recognition policy is to formally recognise staff for their service and contribution to the EMRC.

1. Recognition will be given after the completion of five years continuous service from the date of a employee's most recent hire into a continuous employment position at the EMRC, and at five year intervals thereafter.
2. Eligible employees must be in active service on their anniversary date in order to receive a Service Recognition Award.
3. Employees on leave of absence will receive their Service Recognition Award upon return to active employment.

Service Awards

1. After completing the relevant number of years' of continuous service with EMRC, the employee 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.
2. The Service Recognition Ceremony will be a Council funded event (e.g. morning tea or sundowner) as determined by the Chief Executive Officer.
3. Service Recognition presentations will be made by the Chief Executive Officer, or nominee, and the Chairman, or nominee, if practicable.
4. Service Recognition Ceremonies will take place as near as possible to the employee'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

1. Human Resources will be responsible for providing to the Chief Executive Officer, relevant Chief, 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.
2. 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

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 \$200
15 Years of Service	Framed Certificate of Appreciation Gift to the value of \$300
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 \$500

Financial Considerations

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

Adopted/Reviewed

- 06 September 2001
- 02 May 2002
- 20 May 2004
- 23 February 2006
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018
- 23 February 2023

Next Review

February 2027

Responsible Unit

Office of the CEO – Human Resources