

## Council Policy 4.5

### Gifts to Staff for Farewells and Special Circumstances

#### 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.

#### Scope

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

#### Legislation

Nil

#### 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:

Number of Years of Continuous Service	Service Recognition Award
< 5 Years	<ul style="list-style-type: none"> <li>➤ No contribution towards a staff collection;</li> <li>➤ An exception may be made at the discretion of the Chief Executive Officer (CEO) in the event that it is deemed appropriate;</li> <li>➤ Morning or afternoon tea or appropriate after hours staff function as determined by the CEO.</li> </ul>
5 Years to < 10 Years	<ul style="list-style-type: none"> <li>➤ \$100 contribution towards a staff collection;</li> <li>➤ Letter of appreciation from the CEO; and</li> <li>➤ Morning or afternoon tea or appropriate after-hours staff function as determined by the CEO.</li> </ul>
10 to < 15 Years	<ul style="list-style-type: none"> <li>➤ \$200 contribution towards a staff collection;</li> <li>➤ Letter of appreciation from the CEO or Chairman; and</li> <li>➤ Morning or afternoon tea or appropriate after-hours staff function as determined by the CEO in consultation with the Chairman.</li> </ul>
15 to < 20 Years	<ul style="list-style-type: none"> <li>➤ \$250 contribution towards a staff collection;</li> <li>➤ Letter of appreciation from the CEO or Chairman; and</li> <li>➤ Morning or afternoon tea or appropriate after-hours staff function as determined by the CEO in consultation with the Chairman.</li> </ul>
20 Years and Over	<ul style="list-style-type: none"> <li>➤ \$300 contribution for a gift on behalf of Council;</li> <li>➤ Letter of appreciation from the CEO or Chairman;</li> <li>➤ Morning or afternoon tea or appropriate function as determined by the CEO in consultation with the Chairman; and/or</li> <li>➤ Luncheon with CEO and key personnel.</li> </ul>

## 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.

## **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

## **Next Review**

Following the Ordinary Elections in 2021

## **Responsible Unit**

Business Support Team