

Council Policy 4.5

Gifts to Employees for Farewells and Special Circumstances

Strategic Plan Objective

To formalise the process of gift giving and farewell functions for EMRC employees.

Purpose

To establish policy and guidelines relating to farewell and/or special circumstance gifts and farewell functions that may be conferred on an employee 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 an employee's child, marriage of a team member, bereavement in the affected employee's immediate family, or long-term or serious illness of an employee.

Legislation and Standards

Nil

Scope

This policy applies to all EMRC employees, 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:

1. An additional benefit to an employee leaving the Council's employment voluntarily (and not under any disciplinary procedures).
2. A gift to an employee under special circumstances.

Retirement, Resignation or Redundancy Benefit

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

Number of Years of Continuous Service	Service Recognition Award
< 5 Years	➤ No contribution towards employee's 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 employee function as determined by the CEO.
5 Years to < 10 Years	➤ \$100 contribution towards an employee collection; ➤ Letter of appreciation from the CEO; and ➤ Morning or afternoon tea or appropriate after-hours employee function as determined by the CEO.
10 to < 15 Years	➤ \$200 contribution towards an employee collection; ➤ Letter of appreciation from the CEO or Chairperson; and ➤ Morning or afternoon tea or appropriate after-hours employee function as determined by the CEO in consultation with the Chairperson.
15 to < 20 Years	➤ \$300 contribution towards an employee collection; ➤ Letter of appreciation from the CEO or Chairperson; and ➤ Morning or afternoon tea or appropriate after-hours employee function as determined by the CEO in consultation with the Chairperson.
20 to < 25 Years	➤ \$400 contribution for a gift on behalf of Council; ➤ Letter of appreciation from the CEO or Chairperson; ➤ Morning or afternoon tea or appropriate function as determined by the CEO in consultation with the Chairperson.
25 Years and Over	➤ \$500 contribution for a gift on behalf of Council; ➤ Letter of appreciation from the CEO or Chairperson; ➤ Morning or afternoon tea or appropriate function as determined by the CEO in consultation with the Chairperson.

Special Circumstances Benefit

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



Responsibilities

1. The employee's Chief or nominee is responsible for planning the appropriate presentation, in consultation with the Chief Executive Officer.
2. Human Resources is responsible for providing the Chief or nominee the employee'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
23 February 2023
25 June 2026

Next Review

June 2030

Responsible Unit

Transformation Team – Human Resources