
Policy Title: **Recognition of Long Serving Employees**
 Policy No: 203

Department: Human Resources
 Responsible Officer: Chief Executive Officer

Adopted Date: Policy & Planning Meeting – 03/05/2017
 Review Date: 03/05/2019

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy & Strategy Meeting	07/08/2012	Adopted
2	General Meeting	20/04/2016	Review
3	Policy & Planning Meeting	03/05/2017	Review

Authorities: *Local Government Act 2009*
Local Government Regulation 2012

INTRODUCTION:

This policy recognises the importance of long serving employees to maintaining an effective and efficient Council workforce. The contribution made by such employees to the ongoing operation of the Council and therefore the community is significant and worthy of recognition.

OBJECTIVES:

To give recognition to employees who have attained long periods of continuous employment, or upon retirement after a long period of service with North Burnett Regional Council or another Local Government.

POLICY STATEMENT:

Council employs many employees who have provided the community with continuous service extending over ten (10) years. This long-service is recognised by Council as beneficial to both the organisation and the community through the retention of the corporate memory as well as the facilitator of positive employee morale and organisational effectiveness.

It is Council Policy that such employment is formally recognised and publically acknowledged in a manner befitting the level of dedication shown by those long serving employees.

POLICY:

Long service awards shall be presented to employees who have attained five (5) years of service and thereafter upon completion of each additional five (5) year period of service.

It is not a requirement that the period of service be continuous with the North Burnett Regional Council for the full duration of the five (5) or more years; however, they must have been continuously in the employment of Local Government.

In accordance with the relevant Award conditions, a term of absence by an employee on maternity or paternity leave will be included as part of the term of service for the purposes of this policy in accordance with relevant industrial awards or adopted agreements.

Long service awards may consist of a Long Service Medal, Gift or Framed Long Service Certificate dependent on the number of years of service.

All employees will, as soon as practicable after the period of service is attained, be invited to receive the award at a mid-year (end of July) function, or a Council meeting or other function which may be more mutually convenient.

A current employee who has, at the time of adoption of this policy, attained the required years of service will receive their award retrospectively. (e.g. an employee who has completed 27 years of service will receive a 25 year service award as soon as practicable).

Employees who have completed at least five (5) years of service shall, upon retirement from the North Burnett Regional Council, receive an appropriate gift, as determined by the Chief Executive Officer as well as a farewell function hosted by Council as per the table below:

- 5 years – Medallion, Certificate & Gift to the value of \$50
- 10 years – Medallion, Certificate & Gift to the value of \$100
- 15 years – Medallion, Certificate & Gift to the value of \$150
- 20 years – Medallion, Certificate & Gift to the value of \$200
- 25 years – Medallion, Certificate & Gift to the value of \$250
- 30 years and above – Medallion, Certificate & Gift to the value of \$300

The gift is to be presented by the Mayor or Mayor's Representative as soon as practicable after notice of the employees' intention to retire or at the farewell function.

HONOUR BOARD – 20 YEAR SERVICE:

For staff that have provided service with the North Burnett Regional Council or one of the pre-amalgamated Councils only for a period not less than 20 years in total, their name will be added to an honour roll to celebrate this achievement of service. The honour board will be shared between the six (6) Council offices with placement being in line with the area from which the last person added was from.

RESPONSIBILITY:

This Policy is to be implemented by the Human Resources Officer through the Executive Leadership Team Meeting.

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions at least every two (2) years.

DEFINITIONS:

‘Continuous Service’ is defined as employment with North Burnett Regional Council or its predecessor Councils or another Local Government that has not been interrupted by termination of any kind.

‘Application’ This Policy applies to all employees who are currently employed by Council and have completed a period of continuous services in excess of five (5) years except for extended periods of leave without pay, or the like.