

Shire of Mundaring

POLICY

RECOGNITION OF CONTINUING EMPLOYEE SERVICE

Policy Ref:	HR-03		
Committee Rec:	SPC 06.02.06	Date:	20 Feb 2006
Adopted:	C 8.02.06	Date:	28 Feb 2006
Amended by:	C3.03.09	Date:	24 March 2009
Reviewed:	Once per Electoral Cycle	Date:	24 August 2010
Policy Cross Ref:	Gifts, Functions & Payment of Gratuities to Retiring or Resigning Employees in addition to Contract or Award	Delegation Ref:	
Statute Ref:	s5.50 Local Government Act 1995		
Local Law Ref:			

PURPOSE

To recognise long and continuous service given by employees of the local government.

POLICY

Continuous service of 5 years (and over) by an employee of the local government will be recognised as follows:

1. Service of 5 years will be recognised by the presentation of a service award in the form of a Certificate of Service.
2. Service of 10 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$250.00.
3. Service of 15 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$350.00.
4. Service of 20 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$500.00.
5. Service of 25 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$650.00.
6. Service of 30 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$800.00.
7. Service of 35 years and in subsequent increments of 5 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$1,000.00.

Presentation

The Chief Executive Officer will present the service award and gift at a staff meeting to employees eligible for 5, 10, and 15 years service awards.

For employees eligible for 20, 25, 30, 35 years or longer service awards, the employee and his/her partner will be invited to join the President and Councillors at a Council meeting dinner and the certificate and gift will be presented at the beginning of the Council meeting.