

Shire of Mundaring

POLICY

BENEFITS TO DEPARTING EMPLOYEES

Policy Ref:	HR-02		
Committee Rec:	SPC 06.02.06	Date:	Feb 2006
Adopted:	C8.02.06	Date:	Feb 2006
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Procedure Ref:	OP-29 Employee Farewell Functions	Delegation Ref:	N/A
Statute Ref:	<i>Local Government Act 1995 s. 5.50</i> <i>Local Government (Administration) Regulations 1996 r. 19A</i>		
Local Law Ref:			

PURPOSE

To recognise the service of employees at the time of their resignation or retirement from the Shire.

POLICY

The following benefits may be provided to departing employees.

Eligibility

This policy applies to full time and part time employees who are ceasing employment due to resignation, retirement or redundancy.

Benefits for part time employees are on a pro-rata basis according to average standard hours worked.

An employee who is subject to performance management or investigation by the Shire at the time of ceasing employment; or who has been dismissed for reasons other than redundancy will not be eligible to receive benefits under this policy.

1. Farewell Functions

The Shire will offer a farewell function to those eligible employees whose employment with the Shire is finishing as follows.

1.1 Length of Service

- i) Service 0 - 1 year: a farewell function is not provided.
- ii) Service more than 1 year and less than 20 years: employees may attend a short farewell function during business hours. The Shire will provide a limited amount of food, tea and coffee.

- iii) Service of 20 or more years: in addition to an internal staff function (as per 1.1ii), the employee and his/her partner will be invited to join the Shire President and Elected Members at an Ordinary Council meeting dinner and a certificate and gift will be presented at the beginning of the Council meeting.

The departing employee may elect not to have a farewell function.

2. Gifts

The Shire will purchase a gift in recognition of the service provided by an employee whose employment with the Shire is finishing as follows after:

- (a) 5 years – a gift up to the value of \$100.00
- (b) 10 years – a gift up to the value of \$250.00
- (c) 15 years - a gift up to the value of \$375.00
- (d) 20 years – a gift to the value of \$500.00
- (e) 25 years – a gift to the value of \$625.00
- (f) 30 years – a gift to the value of \$750.00
- (g) 35 years – a gift to the value of \$825.00
- (h) 40 years or more – a gift to the value of \$1,000.00

The Shire President or his/her nominee will be invited to present the gift to the employee on behalf of the Council.