

HR 005: RECOGNITION OF LONG-TERM SERVICE

<i>Document Status</i>	Current	<i>Version No</i>	3
<i>Document Controller</i>	Manager Human Resources		
<i>Policy Adopted</i>	July 2009	<i>Res No</i>	
<i>Last Reviewed</i>	June 2018	<i>Res No</i>	O0618-022

Objective:

To acknowledge the appreciation of employees who have provided long-term continuous service to the organisation.

Policy:

For all employees exceeding 15 years continuous service with the Shire of Esperance, the Shire of Esperance will pay, in addition to the statutory Superannuation Guarantee Contribution amount, an additional 2.5% contribution to the Employee's nominated Superannuation Fund.

The additional contribution will be paid independent of any additional contributions already being made into the Employees nominated Superannuation Fund by the Shire. .

In addition, any Shire of Esperance employee who has given twenty (20) years satisfactory service will be presented with their choice of either a gold watch or a framed/unframed picture depicting Esperance, or other suitable gift in recognition of such service.

Associated Procedure

The Manager Human Resources is to advise the CEO annually (at the time of preparation of the draft financial budget to ensure that sufficient funds are included within the Members Section of the Draft Budget) the number of employees who will attain their 20-years of continuous service during the relevant financial year.

The Manager of Human Resources will then advise the CEO of employees as they reach this milestone to enable a gold watch/picture or other suitable gift to be purchased and a date/time of presentation to be organized.

The gold watch, picture or other suitable gift is to be purchased locally and will be up to a value of \$500. The watch or picture is presented by the Shire President either:

1. At the next scheduled monthly Ordinary Meeting of Council (if this is agreed to by the employee) to which the recipient and his partner are invited to join Councillors at dinner with the presentation being made prior to the commencement of the meeting; or
2. At a staff function either at the Depot for the outside workers or in the staff room for inside workers; or
3. If the milestone is reached late October through to end December then it would be more appropriate to have the presentation undertaken at the Staff/Councillor Christmas function.

-----Policy Ends-----