

POL 0004: Recognition of Long Term Service

Purpose

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

Scope

This Policy applies to all Shire of Esperance employees.

Definitions

N/A

Practice

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 a 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 suitable gift to be purchased and a date/time of presentation to be organized.

The suitable gift is to be purchased locally and will be up to a value of \$500. The gift 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.

.....End.....

Document Information

Responsible Position	Manager Human Resources
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Dec 2003	1		New policy	O1203-0751	Dec 2005
Jul 2009	2	D12/63			Jul 2011
Oct 2015	3		Removal of prescriptive directions, update names and titles.	O1015-019	Oct 2017
Nov 2017	4		Include wording 'or other suitable gift' to provide greater flexibility when purchasing meaningful gifts for staff.	O1117-282	Nov 2019
Jun 2018	5	D16/29075	Biennial review, no change.	O0618-022	Jun 2020
Feb 2020	6		No change, laid on table for further discussion	O0220-046	
Apr 2020	7	D16/29075[v2]	Removal of additional full stop in Policy section.	O0420-109	Apr 2022
Nov 2021	8	D16/29075[v3]	Biennial review, no change.	O1121-202	Nov 2023
Nov 2023	9	D16/29075[v4]	Remove reference to gold watch or picture of Esperance	O1123-189	Nov 2025