



DRAFT - Governance #: Payments to Employees (Recognition of Service) Policy

1. Purpose

To allow for the recognition of employees whose employment with the City is ending, based on the length of their service to the City. In accordance with section 5.50 of the *Local Government Act 1995*, this recognition may be paid in addition to their entitlements under an Award, Workplace Agreement or Contract of Employment.

2. Policy Statement

In recognition of long and meritorious service the City may provide a gift as a token of appreciation to employees voluntarily ceasing their employment with the City.

The value of the gift provided is to be within the range of \$250 to \$1,575 (maximum) depending on the number of years of continuous service. In special circumstances, Council may resolve to make a payment to a terminating employee which is more than the amount set out in this Policy.

In addition, the Chief Executive Officer may organise the provision an appropriate function.

All gifts, and functions, must be coordinated with People Services, as set out in the Management Procedure associated with this Policy. They also require the written approval of the Chief Executive Officer, who will decide whether a gift or cash/cheque payment can be made, taking the employee’s preference into account.

Where a proposed payment exceeds the legislative provisions, local public notice must be given, in accordance with Section 5.50(2) of the *Local Government Act 1995*.

3. Basis for Determination of Gift

| Completed Years of Continuous Service | Gift to the Maximum Value of | Calculated Gratuity Payment |
|--|---|------------------------------------|
| 10 - 15 | \$250 plus \$25 per further completed year of service | 10 yrs - \$250 |
| | | 11 yrs - \$275 |
| | | 12 yrs - \$300 |
| | | 13 yrs - \$325 |
| | | 14 yrs - \$350 |
| | | 15 yrs - \$375 |



| Completed Years of Continuous Service | Gift to the Maximum Value of | Calculated Gratuity Payment |
|---------------------------------------|---|-----------------------------|
| 16 - 25 | \$400 plus \$50 per further completed year of service | 16 yrs - \$400 |
| | | 17 yrs - \$450 |
| | | 18 yrs - \$500 |
| | | 19 yrs - \$550 |
| | | 20 yrs - \$600 |
| | | 21 yrs - \$650 |
| | | 22 yrs - \$700 |
| | | 23 yrs - \$750 |
| | | 24 yrs - \$800 |
| | | 25 yrs - \$850 |
| 26 years or more | \$900 plus \$75 per further completed year of service (Maximum of \$1,575) | 26 yrs - \$900 |
| | | 27 yrs - \$975 |
| | | 28 yrs - \$1,050 |
| | | 29 yrs - \$1,125 |
| | | 30 yrs - \$1,200 |
| | | 31 yrs - \$1,275 |
| | | 32 yrs - \$1,350 |
| | | 33 yrs - \$1,425 |
| | | 34 yrs - \$1,500 |
| | | 35 yrs - \$1,575 |

“Continuous service” does not include any period of unauthorised absence from duty, or any period of unpaid leave (unless Council determines otherwise).



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| Status | |
| Related Local Law | |
| Related Council Policies | |
| Relevant Delegation | |
| Related Internal Procedures | |
| Related Budget Schedule | |
| Legislation | <i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> |
| Notes and Conditions | |
| Authority | |
| Adopted | Next Review Date |