



Murrumbidgee
COUNCIL

Staff Recognition Policy

	Name	Position	Signature	Date
Responsible Officer	Noel Peters	Human Resources Industrial Relations		
Authorised By	John Scarce	General Manager		

Document Revision History	
Revision Number:	1
Previous Reviews/Policies:	Replaces policies GRPP.06.02.06 STAFF RECOGNITION POLICY – Years of Service (MSC) and 1.29 Recognition of Service Policy (JSC)
Next Review Date:	September 2021
Date adopted by Council:	
Minute No:	
Review Date:	
Minute Number:	
Review Date:	
Minute Number:	

May 2019

Policy Scope

A Council Staff Service Recognition Scheme is designed to acknowledge and reward employees remaining with the Council for extended periods, and recognises the benefits long term employees offer the organisation. The application of skills, acquisition of knowledge and experiences developed often prove irreplaceable.

Recognition of outstanding service provides a forum for Council to acknowledge employees' contributions and the benefits gained through their valued service, and seeks to improve employee motivation, loyalty and commitment.

Policy Objective

This policy applies to all employees of Murrumbidgee Council. The purpose of this policy is:

- To develop and promote the employer of choice, organisational culture and values by recognising significant contributions by employees.
- To provide recognition for employees who reach nominated lengths of service with Council.
- To recognise staff retiring from the Council organisation.
- To provide recognition for employees who have provide outstanding service to the organisation and/or the Murrumbidgee Council and our community.

Policy Statement

Recognition of Years of Service

Murrumbidgee Council recognises the achievements of employees who have contributed valuable lengths of service to the organisation. Upon one year of service employees will receive a personal card from their direct Supervisor which acknowledges their contribution to Council.

Long serving employees will be recognised and receive a gift from Council as follows:

Years of Service	Gift
15	Barometer or similar (Value circa \$500)
40	Gold watch or similar (Value circa \$1,500)

Staff will also be recognised in any Council publications such as the Council newsletter.

Awardees, as well as their chosen family members, are to be invited to attend Council meeting at a date most appropriate to their anniversary date to join staff and Councillors for morning tea and be presented with their Certificate of Service.

The HR/IR Officer is responsible for generating annual reports on employees who will achieve the identified years of service or retirement and purchasing the gift.

Recognition on Retirement

Upon retirement, employees will be given a gift chosen by the employee to a value of the balance as per the maximum amount allowed set by the Australian Taxation Office (ATO) under Fringe Benefits Tax (FBT) provisions applicable at the time of recognition. To be eligible for this recognition, the employee must be a permanent employee with at least 16 years continuous service as at the date of their retirement. Retirement for the purposes of this recognition means that the employee, on termination with Council, has no intention to continue in paid work of any kind either inside or outside of Council.

Recognition of Outstanding Service

All staff, including permanent fulltime, part-time, casual and temporary staff have the ability to recognise the efforts of individuals or teams across the organisation that they feel have demonstrated excellence in Council values.

If an employee wishes to recognise the efforts of an individual or a team and they would like to nominate them for recognition, then nomination forms must be signed and forwarded to the Manager for approval.

Nominations may be in any one of the four Murrumbidgee Council staff value categories:

- **Trust**
- **Honesty**
- **Respect**
- **Teamwork**

Or for one of our corporate values that deserves recognition:

- **Creativity**
- **Innovation**
- **Reliability**

Employee or Team Eligibility

Managers will evaluate nominations and recognise those employees or teams who have clearly demonstrated by their behaviour, their commitment to embracing the Council staff values.

Definitions

Council means Murrumbidgee Council.

Staff means all persons employed by Council.

Council official means Councillors, Council staff, or delegated persons as defined in the Local Government Act 1993.

Recognition - Recognition is defined as the action or process of giving recognition or being recognised. In this context, recognition will be via methods as outlined below.

Service: - Service to the organisation can be defined as

- Actual provision of services to community
- Length of time employed with the organisation
- Significant achievement in professional development and/or education within career

Exceptions

N/A

Related Documents and Legislation

Council's Our Vision, Purpose & Values
Council's Adopted Code of Conduct
Council's Human Resource Policy
Local Government Act 1993
ATO FBT Legislation
Local Government (State) Award 2017

Review

Review of the policy will be undertaken every Council term following the date of its adoption.