



## Staff Recognition Policy

	Name	Position	Signature	Date
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Authorised By	<b>John Scarce</b>	<b>General Manager</b>		27.11.19

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:	26 November 2019
Minute No:	278/11/19
Review Date:	
Minute Number:	
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Minute Number:	

**October 2019**

## **Policy Scope**

The Council Staff Service and Achievement Recognition Scheme is designed to recognize, acknowledge and reward employees who have committed to the Council for extended periods of employment, and recognises the benefits long term employees offer the organisation. The application of skills, acquisition of valuable knowledge and demonstrated capability developed from experience and individual willingness often prove difficult to replace.

## **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 and achievements by employees.
- To provide recognition for employees who reach identified lengths of continuous employment with Council.
- To recognise staff retiring from the Council organisation (with a minimum period of employment).
- To provide recognition for employees who have provided outstanding service to the Murrumbidgee Council and our Community.

Recognition of outstanding service and achievement provides a forum for Council to acknowledge employees' contributions and the benefits gained through their valued service. Such recognition enhances employee motivation, loyalty, willingness and commitment.

## **Policy Statement**

### **Recognition of Years of Service**

Long serving employees will be acknowledged and receive a gift from Council for their achievements as follows:

<b>Years of Service</b>	<b>Gift</b>
10	Value circa \$ 200
20	Value circa \$ 500
30	Value circa \$ 750
40	Value circa \$1,000
50	Value circa \$1,250

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

Awardees, as well as their chosen family members, will be invited to attend a Council meeting at a date and location most appropriate to their anniversary date to join staff and councillors for morning tea and be presented with their Certificate of Service and 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 as set by the ATO under 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 ceasing employment with the Council, has no intention to continue in paid work of any kind, either inside or outside of Council.

The HR/IR representative is responsible for providing annual reports on employees who will achieve the identified years of service or retirement during that period as well as purchasing the gift.

## **Recognition of Outstanding Service**

All staff including permanent fulltime, part-time, casual and temporary staff have the opportunity to recognise the efforts of other individuals or teams across the organisation that they feel have consistently demonstrated behaviours aligning with Council's values.

If an employee wishes to promote the efforts of an individual or a team, they are able to nominate them for recognition. Completed nomination forms must be signed and forwarded to the Manager for review.

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

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

Or for one of our corporate values:

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

## **Employee or Team Eligibility**

The Senior Leadership Team will evaluate nominations and recognise those employees or teams who have clearly demonstrated by their behaviour, their commitment to embracing the Council staff values. Employees will be presented with a Certificate of Appreciation and a gift voucher.

## **Definitions**

**Council** means Murrumbidgee Council.

**Council staff** means all persons employed by Council (full time, part time, temporary and casual)

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

**Recognition** is defined as the action or process of giving recognition or being recognised. In this context, recognition will be considered or applied in the categories outlined below.

**Service and achievement** to the organisation can be defined as

- Individual or team achievement regarded as above and beyond normal expectations in roles
- Actual provision of quality and valuable services to community
- Length of time employed with the organisation
- Significant achievement in professional development and/or education within career enabling greater capability and contribution to the organisation and the community

## **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.