

POLICY TITLE: RECOGNITION OF SERVICE
POLICY NUMBER: 026 **DOC. ID** 1336199
CATEGORY: Operational

Responsible Department: People and Performance
Council Approval Date: 27 June 2017 **Resolution Number:** 4941

OBJECTIVE

The objective of this policy is to provide guidelines for the recognition of the valuable contribution of long serving employees and recognition upon retirement at Isaac Regional Council (IRC).

This reflects IRC'S culture of demonstrating appreciation and recognition for the contributions made by employees at all levels and in all areas of the organisation.

SCOPE

The policy applies to all employees of IRC.

DEFINITIONS

Term/Acronym	Meaning
CEO	Chief Executive Officer
EA	Executive Assistant
ELT	Executive Leadership Team
HR	Human Resources
IRIS	IRC intranet
IRC	Isaac Regional Council
Continuous Service	Ongoing service with breaks of no more than three months, other than for paid or unpaid leave. Unpaid leave breaks greater than 12 months are deducted from service length.
Anniversary Date	The date of commencement with Isaac Regional Council or the immediate preceding amalgamated Council.

POLICY STATEMENT

- Recognising long serving employees is an important way of valuing their contribution to Council and the community.
- Recognising long serving employees is an important means of building staff morale.

- Five-year intervals are appropriate milestones in a recognition program.
- The contribution of long serving employees will also be recognised when they retire.
- Calculation of total length of service will include time served with IRC plus time served with the immediate preceding Council (Belyando, Nebo, Broadsound) minus any breaks in service (less than 3 months) or unpaid leave greater than 12 months.
- Long serving employees shall be recognised on a monthly basis and where possible close to the anniversary date.
- Long serving employees (5 years of service) are to be recognised in a special meeting such as team meeting, toolbox talk or one on one meeting with manager.
- Long serving employees (10 years of service and over) are to be presented at a monthly celebration (morning or afternoon tea), in the relevant location by Director or delegated manager.
- Recognition upon retirement shall be timely and occur prior to the retirement date.
- All recognition of service or retirement will be communicated broadly via IRIS and monthly newspapers are to include a feature article on a milestone employee.
- Employees receiving gift cards will be encouraged to utilise them within the Isaac Region to support local business.
- This policy recognises the importance of employee discretion, therefore acceptance of any form of recognition at attendance at any function is at the discretion of the employee.

Recognition of Service

A service recognition award is presented to an employee to recognise contribution of continuous service at the fifth (5th) anniversary date and every five (5) years thereafter. The following will be used to recognise the contributions of long serving employees, depending on the length of service:-

- **Badge** (all 5 years intervals) - badges will include the Council logo and the number of years of service recognised. *Responsible Party: HR to provide to relevant Directorate for issue.*
- **Certificate** (all 5 years intervals) - professionally printed, suitably framed and signed by the CEO. *Responsible Party: HR to provide to relevant Directorate for issue.*
- **Gift Card** (commencing at 10 years of service) - a gift card valued at \$10 per year of service (e.g. / 25 years of service – voucher value of \$250) will be presented to the recipient. *Responsible Party: Directorate (via the Executive Assistant).*

- **Celebrations** – Local celebrations with work colleagues are encouraged. Council will meet all reasonable costs for such events as a morning or afternoon tea. At these events, employees reaching length of service milestones can be presented with their badge, certificate and / gift card. *Responsible Party: Directorate (via the Executive Assistant).*
- **25 Year Club** In addition to the monthly celebration, service recipients who are members of 25 year club will be invited to meet with Council prior to the opening of the monthly council meeting. This will be an opportunity to acknowledge and celebrate their service with the presentation of the abovementioned service award. Spouses/Partners may also be invited to attend the presentation. *Responsible Party: Office of the CEO (via the Executive Assistant).*
- Where appropriate (eg: 25+ milestones), and at the discretion of the CEO or Director, a limited number of family, friends or former work colleagues may also be invited to attend such celebrations. *Responsible Party: CEO or Directorate (via the Executive Assistant).*
- All new 25, 30, 35, 40, 45 and 50-year service recipients from the previous calendar year will be formally recognised at the Annual Christmas function for their Directorate. *Responsible Party: Directorate (via the Executive Assistant).*

Recognition of Service upon Retirement

Upon notification of a retirement, HR is responsible for advising the relevant Directorate and arranging a retirement plaque. The Directorate (via the Executive Assistant) is responsible for purchase and issue of the retirement gift and its timely presentation.

If the retiree has had over 15 years of service, HR will advise the Office of the CEO in addition to the Directorate. The Office of the CEO in coordination with the Directorate will be responsible for arranging the issue of the retirement gift and attendance by the Mayor/CEO and/or Councillor.

Long serving employees (ie. 15 yrs+) who resign, rather than retire, can also be managed under this approach (minus the plaque) at the discretion of Director who will then be responsible for this process (via the Executive Assistant).

Retirement Gift – Value Guide

- 10 year service – up to \$200
- 15 year service – up to \$300
- 20 year service – up to \$400
- 25 year service – up to \$500
- 30 year service – up to \$600
- 35 year service – up to \$700
- 40 year service – up to \$800
- 45 year service – up to \$900
- 50 year service – up to \$1000

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