

Governance 15: **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).

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	