



PERSONNEL - POLICY - EMPLOYMENT CONDITIONS

- Recognition of Length of Service

Policy

Council will appropriately recognise staff with long periods of employment with Upper Hunter Shire Council (including services with the former Scone, Merriwa and Murrurundi Shires).

Objective

To set guidelines for the recognition of service with Council both in service and at resignation or retirement.

Procedures/Practice

1. Upon Resignation / Retirement

a) Presentation of a Gift

Upon resignation or retirement employees with more than 10 years services will be presented a gift to the approximate value of:

Years of Service	Amount* at 31/12/16
0 – 9	\$0
10	\$140
Each year thereafter	Additional \$14

b) Presentation of a Council Plaque or Certificate

Council will also present a suitable inscribed Council plaque or Certificate at a Council meeting upon resignation or retirement of an employee with a minimum of 10 years service.

2. In Service Recognition

Employees reaching 20 or 40 years service with Council will be recognised for their longstanding employment and loyalty to Council by being acknowledged at a Council meeting and providing a gift to the value shown below:

Years of Service	Amount
20	\$250
40	\$500

References

This policy was adopted by Council at its meeting on 19 December 2016 and replaces the policy of the same title adopted 24 February 2014. The policy has been amended to include recognition of staff during services as well as at retirement and resignation.

INT-33468/16

Review Date

November 2020, by the Director Corporate & Community Services

Authorised by:


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Waid Crockett, General Manager

9/1/17
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Date