

## POLICY NO LG06 EMPLOYEE RECOGNITION POLICY

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	Human Resources Manager
<b>LINK TO STRATEGIC PLAN:</b>	Promote Council as Employer of Choice
<b>STATUTORY AUTHORITY:</b>	N/A
<b>OBJECTIVE:</b>	To recognise employees who have provided extended years of service to Break O'Day Council and community.
<b>POLICY INFORMATION:</b>	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Reviewed 28 January 2013 – Minute No 01/13.15.4.33

## POLICY

### 1. INTRODUCTION

The Council recognises the contribution made by long serving employees to the successful functioning of Break O'Day Council and makes acknowledgement of their dedication.

### 2. POLICY STATEMENT

Employees who achieve 10 years of service shall be presented a gift and plaque to recognise their input to Council. Each five year period of service thereafter will qualify for an additional gift and plaque.

The General Manager will make the presentation to the employee at the Council 'End of Year' function in the year the milestone is reached.

The gift shall be presented in the form of a gift voucher from a place of the employee's choosing. The employee shall also be presented with a personalised plaque indicating years of service.

The value of the gift shall be in line with the accompanying guide.

### 3. GUIDELINES – NOT POLICY

Value of gift

Length of Service	Value of Gift
10 years	\$100.00
15 years	\$150.00
20 years	\$200.00
25 years	\$250.00
30 years	\$300.00
35 years	\$350.00
40 years	\$400.00