

## Council Policy – Recognition of Long Serving Employees

<b>Responsible Directorate</b>	Executive Services
<b>Responsible Business Unit/s</b>	People & Development
<b>Responsible Officer</b>	Manager People, Development and Wellbeing
<b>Affected Business Units</b>	All

### Objective

The purpose of this policy is to express appreciation to employees with extended periods of continuous service and to promote positive workplace relations between the Shire of Serpentine Jarrahdale (the Shire) and its employees.

### Scope

This policy applies to all staff employed by the Shire.

### Policy

The Shire recognises that our success is built on the dedication and loyalty of our staff. This policy provides a framework to acknowledge the milestones of service of long serving employees in recognise its appreciation of the value of longevity of service.

### Milestone service achievements

Eligibility is based upon years of continuous employment with the Shire:

- Employees with a minimum continuous service of five (5) years and for every five (5) year increment thereafter, from the date of their employment, is eligible for service recognition.
- Eligible employees must be in active service on their anniversary date to receive this recognition.
- Employees on leave of absence will receive their award upon return to active employment.
- Council will contribute a gift of \$50 per year of service to employees who achieve five (5) years continuous service from the date of their employment, and on every five (5) year increment thereafter.
- The Shire will host a morning tea or similar every three months to present the service awards.
- No cash or cheque directly paid to the employee will be allowable – contribution will be made via a gift voucher or gift vouchers to various retailers.

### Anniversary recognition

- Permanent employees are eligible for an annual anniversary bonus commencing on their third (3) year anniversary of continuous employment.
- No cash or cheque directly paid to the employee will be allowable. Recognition will be a gift voucher to an outlet of the employees' choice to the value of \$100.00.

## Definitions

**Continuous employment** includes long service leave, study leave, sick leave and compassionate leave. It includes part time and full time employees and those who may have, from time to time, been both a full time and part time employee. For the purpose of calculating the anniversary date for qualifying for the entitlement it does not include periods of leave taken without pay, maternity leave and any other type of approved leave where the employee remains an employee of the Shire but is not paid for the period of absence by the Shire.

**Note** the period a person has been employed in either a full time or part time position will be interpreted for the purpose of this policy as the employment period i.e. five (5) years part time will still be considered employment for a period of five (5) years for the purposes of qualifying for the entitlement.

## Related Documents

- Council Plan 2023-2033

## Legislation / Local Law Requirements

- *Local Government Act 1995*

## Amendment Record

Relevant Delegations		Nil	
		Date	Resolution Number
Council Adoption			
Version	Date	Resolution Number	Amendment Details
1	29 September 2015	OCM187/09/15	
2	18 December 2017	OCM179/12/17	
3	17 March 2025	OCM068/03/25	New template. Update to related documents.