

**SERVICE AWARDS**

**Procedure 5.5.4**

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.4	Service Awards
Version	1	
Date Adopted	27 November 2013	

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**1 OBJECTIVE**

To suitably recognise and demonstrate appreciation of contributions made by long serving employees who have served Council.

**2 15 YEARS SERVICE**

- a) A suitable presentation to be made to staff in recognition of achieving fifteen years of continuous service with Council.
- b) Service for the purpose of this recognition shall be where the period of service is continuous. Continuous service is defined as any service without a break exceeding one month.
- c) Any period of leave without pay or maternity leave without pay shall not be a break in service but will not count as service for the purpose of these awards.
- d) Service awards will be presented to eligible employees at the next Christmas function following the achievement of the service year.

**3 25 YEARS SERVICE**

- a) A suitable presentation to be made to staff in recognition of achieving twenty five years of continuous service with Council.
- b) Service for the purpose of this recognition shall be where the period of service is continuous. Continuous service is defined as any service without a break exceeding one month.
- c) Any period of leave without pay or maternity leave without pay shall not be a break in service but will not count as service for the purpose of these awards.
- d) Service awards will be presented to eligible employees at the next Christmas function following the achievement of the service year.

**4 AWARDS ON CEASING EMPLOYMENT**

- a) Council also recognises long serving employees on ceasing their employment by providing awards on the following basis:
  - i) Over 25 years of service - gift to the value of \$250.
- b) The above awards are made on cessation of employment through resignation, retirement, redundancy, but are not made in the event of dismissal on disciplinary grounds.

- c) Service for the purpose of this recognition shall be either temporary, fixed term contract or permanent service provided the service is continuous. Continuous service is defined as any service without a break exceeding one month.
- d) Any period of leave without pay or maternity leave without pay shall not be a break in service but will not count as service for the purpose of these awards.
- e) Service awards will be presented to eligible employees at the next Christmas function following the cessation of employment with Council.

#### **VARIATION**

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.