



2122 - Recognition of Long Service

1. Intent of Policy

The provide a consistent approach to the recognition of Long Service for Council employees

2. Scope of Policy

This policy applies to all staff who has achieved a minimum of 10 years continuous service.

This policy replaces Policy 2105 and 2106.

3. Guidelines

- a) After 10 years service employees will receive a gift to the value of \$500.
- b) After 15 years service employees will receive a gift to the value of \$250.
- c) After 20 years service employees will receive a gift to the value of \$250.
- d) After 25 years service employees will receive a gift to the value of \$300.
- e) After each additional 5 years service employees with receive a gift to the value of \$300.

4. Presentations

A function is to be arranged in conjunction with Christmas / End of Year celebrations in December each year. The function will include the presentation of a Certificate acknowledging the length of service (10 years, 15, 20 etc.).

The gift will be determined by the General Manager, and may be in the form of cash or a gift certificate.

5. Retirement

On Retirement employees with in excess of 20 years service will receive an acknowledgement as deemed appropriate by the General Manager.

Council will set aside funds in its annual Operational Plan based on the estimated employees to receive Awards each year. These funds will be taken from the appropriate Reserve established for Employee Entitlements.

Approving Authority	General Manager / Council
Contact	General Manager
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Reviewed	