



Recognition of Years Service Policy

REFERENCE NUMBER: P53
ORGANISATION UNIT: ALL
RESPONSIBLE POSITION: Director Finance and Corporate Services
RELEVANT DELEGATIONS: CEO
DATE ADOPTED: April 2013 (544/2013)
REVIEW DATE: review every three years

Objectives:

To recognise the importance of long serving employees to maintaining an effective and efficient Council workforce. It also recognises the contribution made by such employees to the ongoing operation of the Council.

To provide some structure and consistency to the important task of recognizing the service provided to the organization and community by long-standing employees.

Scope:

This policy will apply to all employees of Council, including part time and casual employees who achieve relevant aggregate hours of continuous employment applicable to this policy.

Definitions:

For the purpose of calculating an employee's 'years of service' the years of service used for calculating an employee's long service leave entitlement shall apply, except that service with any other employer shall not be counted.

To assist in interpretation, the following definitions shall apply:

Years of service	Is the combined years of continuous service within the former local government bodies of: Anmatjere Community Government Council, Arltarlpilta Community Government Council, Lajamanu Community Government Council, Nyirripi Community Incorporated and Yuendumu Community Government Council.
Continuous Service	Ongoing employment whereby the employee was never dismissed or stood down or terminated service for any reason for any period of time
Council	Central Desert Shire Council

Legislation and Reference:

- Northern Territory Local Government Act
- NT Work Health and Safety (National Uniform Legislation) Act 2011 (WHS (NUL) Act)

- Fair Work Act 2009
- NT Long Service Leave Act
- Central Desert Shire Council Enterprise Agreement Clause on LSL.
- Anti-Discrimination Act (1992) – (NT)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Age Discrimination Act 2004 (Cth)
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)

Policy:

Recognition of years of service awards shall be presented to employees who have attained the number of continuous years of service detailed below:

Entitlements	Years of Service					
	3	5	10	15	20	25 and over
Appreciation Certificate	✓	✓	✓	✓	✓	✓
Service Pin or Pen	✓	✓	✓	✓	✓	✓
Gift Value	100	125	150	200	250	300 (increased by \$25 per 5 years of service ≥ 25 years
Presentation by CEO	✓	✓	✓			
Presentation by Council President			✓	✓	✓	✓

Key:

The grey boxes indicate awards that will be presented by the Shire President.

- A term of absence by an employee on maternity leave will be included as part of the term of service for the purposes of this policy.
- Subject to the approval of the Chief Executive Officer gifts may be presented to recipients at a ceremony organized by their Shire Services Manager /Manager or Director. All Directors and managers are to first seek approval from the Chief Executive Officer before presenting gifts to departing employees.
- The Chief Executive Officer may at his/her discretion consider when a presentation / ceremony is warranted.
- The Council President is authorized to decide on behalf of Council as and when the presentation/ceremony will be held for awards that must be presented by him/her.

- The employee will, as soon as practicable after the period of service is attained, be invited to receive the relevant award at a Council meeting or other function determined by the Chief Executive Officer and the Council President which may be more mutually convenient.
- A current employee who has, at the time of adoption of this policy, attained the required years of service will receive their award retrospectively. *(e.g. an employee who has completed 3 years of service will receive a 3 year service award as soon as practicable)*
- Payment of Long Service Leave will continue to be based on the CDSC Enterprise Agreement and relevant legislation

Procedure

1. The Senior Payroll Officer, in the 1st week of June of each year, is to provide the Directors and HR with a list of employees within their Directorates due to reach a service milestone during the new financial year.
2. The Chief Executive Officer is to receive a full list of all employees due for awards at least 4 weeks before the award ceremony.
3. The Finance Manager/Chief Financial Officer, in the first week of June of each year, is to create a budget allocation for the recognition of service awards.
4. The HR Manager is to organise framed certificates and gifts for presentation at the annual Chief Executive Officer/Shire Presidential Awards.
5. Resignation/retirement gifts and/or farewell morning/afternoon teas to be organised by a nominated employee within the relevant division after liaising with the HR Manager, relevant Director and after receiving the CEO's approval.