



Payments to Employees in Addition to Contract or Award

Status	Council
Responsible division	Corporate and Strategy
Objective	This policy is to set the broad framework for payments to employees in addition to contract or award.

Statement

Recognition of Service – Retirement or Resignation

Upon retirement or resignation of a staff member, the appropriate Division will organise a City funded morning tea and if the employee has more than 12 months' service, a gift.

The value of the gift should be calculated at \$10 per year of service. The gift must not be in the form of a cash or cheque payment but may include a gift voucher or a direct payment to a retailer.

A gift may not be given if the employee has been recognised for long and continuous employment.

Recognition of Service – Long and Continuous Employment

Recognition will be given after the completion of 5, 10, 15, 20, 30 and 40 years of continuous service.

At the time of being recognised, an employee must be in active service on their anniversary date (staff on leave of absence will receive recognition upon return to active employment).

Recognition will be given at a City funded morning tea (or similar) organised by the relevant division.

If a staff member is eligible for a gift, then the gift must not be in the form of a cash payment or cheque, but a gift voucher may be given, or a payment made directly to a retailer.

After 5, 10, 15, 20, 30 and 40 years of continuous service, the staff member will be recognised with a gift, the value of which shall be calculated at the following rates:



- 5 years service - \$50
- 10 years service - \$100
- 15 years service - \$150
- 20 years service - \$200 + dinner for two to a maximum of \$200.
- 30 years - \$300 + dinner for two to a maximum of \$200
- 40 years - \$400 + dinner for two to a maximum of \$200.

Recognition of Extraordinary Service

Where it is believed that the service of any retiring or terminating employee has been extraordinary, then a recommendation by the CEO for the payment of a gratuity may be made to Council.

Payment on Compassionate Grounds

The CEO is authorised to provide flowers and a card to staff to the value of up to \$120 in the follow circumstances:

- Death of an immediate family member; or
- Birth of a child.

Link to administration protocol

Payment to Employees in Addition to Contract or Award

Related documentation

Nil.

Related Local Law/legislation

Section 5.50 of the *Local Government Act 1995*

Related delegation

Nil.

Review History

17 December 2019 (Item 13.7)
22 October 2013 (Report CPS33.13)
27 November 2012 (Report CPS48.12)