



## COUNCIL POLICY

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### Recognition of Long Serving Employees

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| <b>Policy No:</b>             | 5.5   |
| <b>Policy Subject:</b>        | Recognition of Long Serving Employees   |
| <b>Objectives:</b>            | To show appreciation to employees for extended periods of service and to promote good staff/Council relations.  |
| <b>Policy Statement:</b>      | Council may recognise the contribution of long term employees with 20 years or more continuous service by presentation of a certificate at a Council reception.   |
| <b>Guidelines:</b>            | <p>An appropriate framed certificate will be presented on the completion of 20 years' service, along with an appropriate gift.</p> <p>The employee and their partner are to be invited for drinks and a light supper at which the presentation will be made.</p> <p>Where possible the Chief Executive Officer will arrange a combined function where several employees achieve long serving anniversaries within three months of each other.</p> <p>At the discretion of the Chief Executive Officer, the employee shall be given the opportunity to nominate up to six family members or friends to be invited to the presentation.</p> |
| <b>Resolution No:</b>         | Committee A8/97<br>Ordinary Council FC44/97   |
| <b>Amended:</b>               | 28 November 2012 OC278/12<br>22 October 2014 OC/106/14<br>23 October 2018 OC134/18  |
| <b>Resolution Date:</b>       | 25 July 1996  |
| <b>Source:</b>                | Employees   |
| <b>Date of review:</b>        | October annually  |
| <b>Review Responsibility:</b> | Chief Executive Officer   |