



HUMAN RESOURCE POLICY

Recognition of Long Serving Employee



MARCH 14, 2016

MAPOON ABORIGINAL SHIRE COUNCIL
30 Red Beach Rd, Mapoon Qld 4874.

General Policy

INTRODUCTION:

This policy recognises the importance of long serving employees to maintaining an effective and efficient Council workforce. The contribution made by such employees to the ongoing operation of the Council and therefore the community is significant and worthy of recognition.

OBJECTIVES:

To give recognition to employees who have attained long periods of continuous employment, or upon retirement after a long period of service with Mapoon Aboriginal Shire Council or another Local Government.

POLICY STATEMENT:

Council employs many employees who have provided the community with continuous service extending over ten (10) years. This long-service is recognised by Council as beneficial to both the organisation and the community through the retention of the corporate memory as well as the facilitator of positive employee morale and organisational effectiveness.

It is Council Policy that such employment is formally recognised and publically acknowledged in a manner befitting the level of dedication shown by those long serving employees.

POLICY:

Long service awards shall be presented to employees who have attained ten (10) years of service and thereafter upon completion of each additional five (5) year period of service.

It is not a requirement that the period of service be continuous with the Mapoon Aboriginal Shire Council for the full duration of the ten (10) or more years; however, they must have been continuously in the employment of Local Government.

In accordance with the relevant Award conditions, a term of absence by an employee on maternity leave (of up to and including 52 weeks) will be included as part of the term of service for the purposes of this policy.

Long service awards shall consist of a Long Service Medal and Framed Long Service Certificate.

All employees will, as soon as practicable after the period of service is attained, be invited to receive the award at the combined staff Christmas function, or a Council meeting or other function 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 27 years of service will receive a 25 year service award as soon as practicable)

Employees who have completed at least fifteen (15) years of service shall, upon retirement from the workforce, receive an appropriate gift, as determined by the Chief Executive Officer, to be presented by the Mayor or Mayor's Representative as soon as practicable after notice of the employees' intention to retire.

RESPONSIBILITY:

This Policy is to be implemented by the CEO.

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions at least every two (2) years.

DEFINITIONS:

'Continuous Service' is defined as employment with Mapoon Aboriginal Shire Council or another Local Government that has not been interrupted by termination of any kind.

'Application' This Policy applies to all employees who are currently employed by or elected to Council and have completed a period of continuous services in excess of ten (10) years except for extended periods of leave without pay, or the like.

Originally Adopted:	New
Current Adoption:	15/03/2016
Due For Revision:	30/06/2017