



5. GOVERNANCE

POLICY NO: 5.16

POLICY TITLE: RECOGNITION OF SERVICE

FILE NO: 2715

ADOPTED: 15/3/2007

MINUTE NO: General Manager's Delegation

PREVIOUS POLICY

ADOPTED: 12/7/01 11/12/95 28/3/89 25/8/97

MINUTE: 456/95 127/89 176/97

POLICY STATEMENT:

1.0 SCOPE

1.1 Camden Council values the commitment given by long serving employees, their many years of service and the contribution they have made to Council. It is for this reason, Council wishes to recognise loyal employees for their service.

1.2 The recognition of employee service will be in accordance with the guidelines outlined in this policy.

2.0 ELIGIBILITY

2.1 At the discretion of the General Manager, this policy will apply to all permanent employees who cease employment with Camden Council.

3.0 PROCEDURES

3.1 Recognition of Service Certificates will to be awarded to employees after the completion of five years service and subsequently at five year intervals there after.

3.2 Certificates will be awarded to employees either annually, on resignation or at the time of retirement of an employee who is entitled to receive a certificate.

3.3 The certificates will be presented to eligible employees at a function to be organised by Council at the discretion of the General Manager.



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- 3.4 At the discretion of the General Manager, all employees who resign or retire from Council, after fifteen years of service, will be entitled to a monetary gift equal to years of service provided by the employee in accordance with the table below.
- 3.5 The value of the monetary gift will be in accordance with the following;

Years of Service	Value of Monetary Gift
15 years	\$300
20 years	\$450
25 years	\$600
30 years & at 5 years intervals following 30 years	\$750

- 3.6 The monetary gift will be organised by the Branch Manager responsible for the employee.
- 3.7 Should a dispute arise in respect to the implementation of this policy; the matter will be dealt firstly with the appropriate Manager, followed by Council's Grievance Procedure.