

	E200 EMPLOYEES – LONG SERVICE AWARDS GIFTS AT RESIGNATION OR RETIREMENT	Version No:	3
		Issued:	21 January 2020
		Next Review:	November 2023

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (“Council”) for employee service awards and gifts at resignation or retirement.

2. POLICY

Long Service Awards are recognised when aggregate service has been completed, with presentations made at a staff End of Year function.

The relevant Awards are as follows:

20 Years Service

Gift Basket or Gift Voucher from selected local venue Value \$100.00

25 Years Service

Gold watch or similar or Gift Voucher from selected local venue Value \$450.00

30 Years Service

Gift Voucher from selected local venue Value \$150.00

35 Years Service

Gift Voucher from selected local venue Value \$250.00

In addition to the above, a contribution to the value of \$200.00 will be provided towards a farewell gift for an employee, who on ceasing employment (excepting for disciplinary reasons), has served a minimum of 10 years of accumulative full time service.

3. REVIEW & EVALUATION

This Policy is scheduled for review by Council in November 2023, however, will be reviewed as required by any legislative changes which may occur.

4. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council’s principal office during ordinary business hours and on the Council’s website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council’s Schedule of Fees and Charges.

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File Reference:	AF18/58
Applicable Legislation:	N/A
Reference: Strategic Plan – Beyond 2015	Goal 1: Our People
Related Policies:	N/A
Related Procedures:	N/A
Related Documents:	N/A

DOCUMENT DETAILS

Responsibility:	Chief Executive Officer
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