

RECOGNITION OF EMPLOYEE SERVICE UPON RETIREMENT OR RESIGNATION COUNCIL POLICY

POLICY STATEMENT

This policy establishes guidelines and outlines the circumstances in which, employees may be formally recognised and Gratuity Payments made, in accordance with Section 5.50 of the *Local Government Act 1995* (the Act).

POLICY SCOPE

This policy applies to: City of Bunbury employees

POLICY DETAILS

A Gratuity Payment, when made, is in addition to any amount that the employee is entitled to under a Contract of Employment, Enterprise Agreement or Award. This Policy acts as a standalone document. Contractual entitlements are as per the employees Letter of Offer.

The City of Bunbury recognises the service provided:

- By employees with 20 or more years continuous service, or
- By other employees who in the judgement of the CEO, have made a significant and valuable contribution to the organisation over a period less than 20 years continuously.

To show appreciation and give formal recognition to employees who have made extended or otherwise valuable contribution to the community, the Council and to promote positive workplace relations.

POLICY DETAILS:

The value of a payment or payments made under section 5.50(1) and (2) of the Act to an employee whose employment with Council finishes after 1 January 2010 will be made in accordance with Regulation 19A and is not to exceed in total:

- (a) The value of a person's final remuneration, if the person:
- Accepts voluntary severance by resigning as an employee; and
 - Is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39

Or

- (b) In all other cases, \$5000.00

Special Circumstances

If special circumstances warrant, Council may at any time give consideration for a gratuity that is additional to that set out in this policy. In this instance public notice will be given of the additional gratuity.

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*

INDUSTRY

ORGANISATIONAL

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