

Date Adopted November 2001

Date Reviewed-current as at May 2010

To be Reviewed May 2012

*Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006*



DIRECTIVE TITLE STAFF RECOGNITION PROGRAM

DIRECTIVE NUMBER DIR/STAFF109

PURPOSE

The Staff Recognition Program is aimed at helping to encourage, promote and reward the qualities of those who work at Swan Hill Rural City Council and improve organisational performance based on organisational corporate plan initiatives. The Program also recognises milestones in length of service of staff both ongoing and upon resignation/retirement.

APPLICATION

The Program involves all permanent Swan Hill Rural City Council employees.

DIRECTIVE

All permanent employees shall be recognised for milestones in length of service and will be eligible for involvement in the program initiated to reward staff for outstanding contributions to organisational values/corporate plan initiatives as outlined in the Staff Recognition Program Procedure (PRO/STAFF109D).

RELATED DIRECTIVE/POLICY

Nil

RELATED LEGISLATION

Victorian Charter of Human Rights and Responsibilities Act 2006

Signed: Dennis Hovenden

CEO

Date: 31/05/10

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PROCEDURE TITLE STAFF RECOGNITION PROGRAM

PROCEDURE NUMBER PRO/STAFF109D

ENABLING POLICY/DIRECTIVE

STAFF RECOGNITION PROGRAM DIRECTIVE – DIR/STAFF109

ENABLING LEGISLATION

Nil

PURPOSE

The Staff Recognition Program is aimed at helping to encourage, promote and reward the qualities of those who work at Swan Hill Rural City Council and improve organisational performance based on organisation values/corporate plan initiatives. The program also establishes the criteria for recognising milestones in length of service of staff, both ongoing and upon resignation/retirement.

The procedure set out the process by which nominations will be taken for the outstanding contribution to organisational performance and the rewards associated. It also defines in tangible terms the quantum applicable to service recognition.

APPLICATION

The Program involves all permanent Swan Hill Rural City Council employees.

PROCEDURE

1. Recognition of Milestones in Length of Service

Definitions

Staff

Certificate of Recognition – A certificate of A4 size, depicting Swan Hill Rural City Council's corporate logo, with the employee's name and years of service and signed by the Mayor and Chief Executive Officer.

Years of Service - Aggregate years of employment with Swan Hill Rural City Council, whether full time, part time or casual, whether concurrent or not.

Rights and Responsibilities

1. Implementation and interpretation of the policy to be determined by the Chief Executive Officer.
2. Relevant Manager to be responsible for co-ordinating recognition of resigning / retiring staff.
3. Chief Executive Officer to be responsible for co-ordinating recognition of ongoing staff reaching service milestones.

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4. All Certificates of Recognition to be signed by the Mayor and Chief Executive Officer.
5. Media Liaison Officer to effect appropriate publicity of all staff service milestones.

Parameters

6. Staff continuing in their employment with Swan Hill Rural City Council will be recognised by Certificate of Recognition, Gift Presentation and appropriate Staff Newsletter acknowledgement at 10, 20, 25 and 35 years.
7. Recognition of Service parameters extend only to Swan Hill Rural City Council Staff, and employees of the amalgamated Shire of Swan Hill and the City of Swan Hill and do not include service with Water Boards or other municipalities.
8. Gift Presentation shall comprise the following:
 - Engraved Pen and a \$100 gift voucher at 10 years of service
 - Engraved Pewter Giftware (such as mug or platter) and a \$200 gift voucher at 20 years of service
 - Gold watch and a \$250 gift voucher at 25 years of service
 - Engraved Painting / Print to the value of \$1,000 at 35 years of service
9. Staff reaching these milestones will be presented with the appropriate recognition at a ceremony held on a yearly basis.
10. Staff retiring after 35 years of service will be recognised with a gift from Council to the value of \$1,500.
11. Staff resigning / retiring after less than 35 years of completed service will be recognised with a gift from Council to the approximate value of \$10.00 for each year of service to a maximum of \$ 300.00.
12. Recognition of resigning / retiring staff will take the form of an appropriate workplace gathering as determined by the relevant Manager, but as a guide shall consist of a morning tea for staff who have served between 1 to 5 years with Council and an evening function for staff who have served over 5 years.

Procedures

13. The Human Resources Department will monitor the payroll system to determine milestones for length of service.
14. In the case of resigning/retiring staff, the Manager's staff will organise appropriate venue and staff gathering including presentation of gifts pursuant to policy.
15. An annual ceremony and appropriate staff gathering will be coordinated by the Human Resources Department to recognise staff who have reached a service milestone and are continuing their employment.

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2. Black Duck Awards for Outstanding Contributions to Organisational Performance

Outstanding contributions to the organisation are recognised through the annual Swan Hill Rural City Council Black Duck Awards.

- These awards are based on organisational performance, in accordance with the Corporate Plan, and as such, nominations are called for each year for outstanding effort and performance in the areas of Sustainable Communities, Economic Growth, Environmental Management and Governance & Leadership.
- Nominations can be made by anyone in the organisation. The awards are open to all permanent member of staff, i.e. not consultants or temporary and casual employees.
- Each area has one recipient annually who will receive a \$100 gift voucher and a "Black Duck Certificate". The Chief Executive Officer and/or the Executive Management Team will select the successful nominees on the recommendation of the Human Resources Department.
- The awards will be announced at the annual ceremony and appropriate staff gathering organised to recognise both service milestones and award recipients.

Outstanding Achievement in the Workplace – Black Duck Trophy

- The chief Executive Officer will determine annually, one recipient to be awarded the "Black Duck Trophy" for outstanding achievement in the workplace, this staff member will be chosen from the nominations for the Outstanding Contributions to Organisational Performance Awards.
- The recipient of the Black Duck Trophy will receive a \$200.00 gift voucher and their name will be engraved on the trophy and displayed.
- The Black Duck Trophy award will be announced at the annual ceremony and appropriate staff gathering organized to recognise both service milestones and award recipients.

Signed: Dennis Hovenden CEO

Date: 31/05/10