

GOVERNANCE

G 1.14 Gratuity, Gifts and Departing Employees

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.4052
<i>Resolution Date</i>	21/10/2020
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees</i>

OBJECTIVE

To ensure the public is informed on the basis for any such gratuity payment and all local government staff are familiar with the legislative requirements regarding gratuities for the formal recognition of satisfactory and extended service by the local government's employees.

SCOPE

All employees.

POLICY

1 Gifts & Gratuity Payments

When an employee's services are ceasing with the Shire of Northam for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy, based on completed years of service:

- Resignation (not as a result of any performance management or investigation being conducted by the local government);
- Retirement; or
- Redundancy

The gratuity payment identified within this policy does not apply to an employee who has been dismissed by the local government for any reason other than redundancy.

2 Gifts and Gratuity Payments – Value Limits

The Shire of Northam may purchase a gift or provide a gratuity payment in recognition of the service provided by an employee whose employment with the Shire is finishing as follows:

- (a) 3 - 10 years continuous service – a gift or payment of \$50 for each year of completed services
- (b) > 10 years continuous service – a gift of \$100 for each year of completed services to a maximum value of \$3,000

Employees whose employment is finishing and have served in excess of fifteen (15) years will be invited to attend a meeting of Full Council, where the Shire president and Chief Executive Officer shall make a presentation to the employee recognising their years of service to the Shire of Northam.

3 Exercise of discretion

- (1) A payment and the amount of that payment under this policy is to be at the discretion of –
 - (a) Council, if the employee is the Chief Executive Officer; or
 - (b) the Chief Executive Officer, if the employee is not the Chief Executive Officer.