



Staff Recognition Guidelines

August 2018

Purpose

The purpose of these guidelines is to acknowledge and recognise employee service with the Invercargill City Council and celebrate the contribution employees have made.

This policy applies to all permanent employees of the Invercargill City Council.

Definitions

Continuous Service

Refers to unbroken permanent employment with the Invercargill City Council. This includes time taken on parental leave, but does not include any periods of extended leave without pay.

Principles that guide us

The employees at the Invercargill City Council are the heart of the organisation and the Council aims to acknowledge the contributions employees make to both the organisation and the community. The Council values and recognises the loyalty and commitment from its employees.

Administration

The Human Resources team are responsible for the development, maintenance and implementation of this Policy. The Policy will be reviewed every two years to ensure it continues to meet the requirements of the Council.

Guidelines

Length of Service Celebration

When an employee reaches a significant milestone in their continuous service with the Invercargill City Council, this is acknowledged and celebrated.

All certificates for length of service will be presented by the Chief Executive and Mayor at an annual morning for those that meet the service milestone, along with their manager and team leader. This will be organised by the Human Resources team.

A significant milestone is considered to be 10 years and then every 5 years thereafter.

Employee Leaving

When an employee who has had at least four years continuous employment with the Invercargill City Council resigns or retires a payment will be made by the Council towards a leaving gift to recognise the contributions the employee has made. The amount to be contributed shall depend on length of continuous service as outlined in the table below:

Length of Service	Contribution from the Council
4 years	\$60
5 years	\$80
6 years	\$100
7 years	\$120
8 years	\$140
9 years	\$160
10+ years	At the discretion of the Director, in agreement with the Chief Executive.

Any payment toward a gift must be authorised by the department Manager and managed through the department's budget. Gifts for employees with ten or more years of service must be authorised by the Director.

A contribution towards a gift may also be made by employees; however this is on a strictly voluntary basis, and sits outside of the scope of this policy.

Leaving Function

The Council will also contribute towards a leaving morning or afternoon tea for employees who have worked two or more years for the Council on the following basis:

- Smaller farewells which are mainly within the department: up to \$100
- Large, Council wide farewells: up to \$200

The amount contributed to a leaving function is at the discretion of the department Manager and will be funded from their budget.

The organisation of a farewell and gift is the responsibility of the employee's department in conjunction with purchasing. Some healthy food options must be included.

Other Gifts

In the event that it is appropriate to send flowers or a gift basket (or similar), for instance where an employee has a bereavement in their immediate family, long term/serious illness, or celebrating the birth of a child, the Council will contribute \$50 - \$80 towards this.

Gifts must be authorised through the department Manager and managed through their budget.

Effective August 2018

Revision History:	2014
Effective Date:	August 2018
Review Period:	This policy will be reviewed every two years, unless earlier review is required due to legislative change, or is warranted by another reason.
New Review Date:	August 2020.
Associated Documents / References:	Nil
Supersedes:	
Reference Number:	

Date:

23.08.18

Authorised By:



Clare Hadley

Chief Executive

