

## SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

### (PO-31) RECOGNITION OF SERVICE POLICY

Date of 1st Adoption:	2 <sup>nd</sup> February 2009 - Report No.04/09
Next Review Date:	<b>June 2017</b>
Reviewed:	6 <sup>th</sup> June 2016 – (Annual Review) – Report No. 20/16 12 <sup>th</sup> May 2014 (Annual Review ) – Report No. 11/14 9 <sup>th</sup> February 2012 (Annual Review) Executive Officer 4 <sup>th</sup> April 2011 (Annual Review) – Report No. 22/11 11 <sup>th</sup> February 2010 (Annual Review Executive Officer)

### POLICY STATEMENT

#### Key Principles

- (1) Staff Loyalty should be appreciated and recognised.
- (2) SRWRA values competent and motivated employees.

#### Service Award

Employees who have been employed by SRWRA for a continuous period (includes the transmission of service from other organisations) exceeding ten years shall be recognised on the following basis:

- (1) That a presentation be made to each employee who has completed 10, 20, 25 & 30 years of service with SRWRA,
- (2) The value of the presentation is made in accordance with the following scale:
  - (a) 10 years service \$100 towards a gift;
  - (b) 20 years of service \$200 towards a gift;
  - (c) 25 years service \$250 towards a gift;
  - (d) 30 years service \$300 towards a gift.

(The employee concerned to be given a choice of gift to be purchased within these parameters).

In addition, SRWRA will provide a congratulatory certificate.

#### *Policy Review*

*This policy will be reviewed not less than once every two years and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.*