



2. **CORPORATE POLICIES**
2.1 **HUMAN RESOURCES**
2.1.2 **Gifts and Acknowledgements to Councillors and Employees**

Background & Issues

This policy gives recognition to Councillors and employees:

- a. For long service to the Shire of Manjimup (employees still employed).
- b. For service to the Shire of Manjimup on termination (Councillors and employees).
- c. For bereavement of immediate family member (Councillors and employees).
- d. Who are in hospital being treated for a serious injury/illness.
- e. Who have (or their partner) given birth to a child.

Objectives

The objective of this policy is to set down the monetary value of gifts to Councillors and employees for:

- a. Continuous service to the Shire of Manjimup either on termination or after 25 years continuous service.
- b. Bereavement of immediate family member (Councillors and employees).
- c. Serious illness/injury.
- d. Birth of a child.

Area of application

This policy applies to all Councillors and employees where specified.

Policy Measures

1. Payment on Termination of Services (Employees)

An employee who has at least 5 years' service with the Shire of Manjimup is entitled on termination or retirement to receive a gift to the value of \$25 for each completed year to a maximum value of \$250.

In addition to the above a morning tea may be provided at the discretion of the applicable Manager.

Entitlement to the gift is forfeited if termination of services occurs for misconduct or "disciplinary reasons."

2. Payment for Long Service (Employees)

An employee who has served 25 years continuous service with the Shire of Manjimup is entitled to receive a gift of a watch (or similar suitable award) to the value of \$250 in recognition of that service.

3. Bereavement of Immediate Family Member (Councillors and Employees)

Flowers to the value of \$80 for current Councillors and employees on the death of an immediate family member (as defined in the presiding Shire of Manjimup Enterprise Agreement).



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4. Death of Past Councillor or Employee

Flowers to the value of \$80 or a message of condolence in the Manjimup Bridgetown Times may be provided.

5. Employee or Councillor suffering serious illness or injury

Flowers to the value of \$80 or similar may be provided.

6. Birth of a child

Upon announcement of the birth of a child, flowers to the value of \$80 may be provided.

Administration

This policy is to be administered by the Office of the CEO.

Adoption and Date Due for Revision

ADOPTED 23 NOVEMBER 2000
REVIEWED AND RENUMBERED 9 OCTOBER 2003
REVIEWED 11 AUGUST 2005
REVIEWED 7 JULY 2011
REVIEWED 1 AUGUST 2013
REVIEWED 14 APRIL 2016
REVIEWED AND RENUMBERED 13 FEBRUARY 2020

NEXT DUE FOR REVIEW FEBRUARY 2024

The Administration of this Policy is by Office of CEO.