



## **2. CORPORATE POLICIES**

### **2.1 HUMAN RESOURCES**

#### **2.1.18 Gifts and Acknowledgements to Councillors and Employees**

##### **Background & Issues**

This policy gives recognition to Councillors and employees for:

- a. Long service to the Shire of Manjimup (employees still employed).
- b. Service to the Shire of Manjimup on termination (Councillors and employees).
- c. Bereavement of immediate family member (Councillors and employees).

##### **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).

##### **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 \$60 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 \$60 or a message of condolence in the Manjimup Bridgetown Times 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

**NEXT DUE FOR REVIEW JANUARY 2020**

**The Administration of this Policy is by Office of CEO.**