

TITLE:	Employee Recognition Policy		
DIVISION:	Human Resources		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	October 2019	DATE OF REVIEW:	October 2022
MOTION NUMBER:	OC 253/19		
POLICY NUMBER:	HR17		
AUTHORISED:	Chief Executive Officer		

THIS POLICY APPLIES TO:

All Employees of the Barkly Regional Council ('Council')

PURPOSE

The purpose of this policy is to affirm Barkly Regional Council's commitment to being the employer of choice by recognising their employees throughout the organisation.

SUMMARY

Council recognises the efforts and the commitment of its employees and is dedicated to ensuring that all employees are adequately recognised (at the discretion of the employee) at specified Council events in order to ensure employees remain satisfied and content in their work and in the course of their employment at Council. In order to ensure a consistent approach in relation to the recognition of the significant personal events for employees, this policy outlines the principles of the Council in relation to:

- employee "Years of Service" recognition;
- employee farewell events and gifts; and
- the recognition of significant employee personal events, such as the employees birthday, the birth of an employees sibling, the employees completion of a major workplace training program, or major events of the employees health condition.

OBJECTIVES

This Policy aims to:

- provide a positive work environment for all Council employees;
- present opportunities to recognise employee accomplishments and milestones; and
- promote Council's objective of being the employer of choice within the Barkly region

STATEMENT

As part of Council's commitment to ensuring that the best quality people remain employed at the Barkly Regional Council, the Council has established a Workforce Management Plan which outlines several focus areas within the organisation, particularly relating to employee recognition and retention.

PRINCIPLES

SERVICE RECOGNITION

Barkly Regional Council hosts annual awards to confirm the years of service to their employees at an employee presentation and morning tea. This presentation is conducted by the Mayor and/or the Chief Executive Officer.

In the event of the Service Recognition Award on a community, the presentation will be conducted by the Mayor and/or the Chief Executive Officer with the Director of Operations in attendance.

FAREWELL GIFTS AND EVENTS

As a standard practice, the Barkly Regional Council does not pay for farewell gifts or events. At the discretion of the immediate manager, a morning or afternoon tea for the departing employee may be held. In special circumstances where an employee has provided a significant length of service to Council, Chief Executive Officer may grant approval for the departing employee and their manager to attend a farewell lunch.

MAJOR PERSONAL EVENTS

Council encourages their Directors and Managers to be aware of significant personal events for individual employees within their team. For significant events such as the employee's birthday, birth of an employee's sibling or child, the completion of a major workplace training program or major events of the employee's or an immediate family member's health condition, the CEO or designated representative may purchase a gift or flowers on behalf of the Council. The associated costs involved regarding major personal events will be determined by the CEO.

RESPONSIBILITY & DELEGATION

PR and Events Coordinator

The PR and Events Coordinator will:

- invite elected Council members and all associated employees to the years of service awards celebrations.

HR Department

The HR Department will:

- provide accurate record keeping of all employee years of service; and
- liaise together to schedule the employees recognition awards.

Directors / Area / Department Managers

The Directors / Area Managers will:

- provide accurate record keeping of employee personal events such as birthdays;
- acknowledge employee personal events, such as birthdays;
- liaise with other staff to organise morning or afternoon teas where appropriate;

REFERENCES

- Barkly Regional Council Workforce Management Plan

EVALUATION AND REVIEW

This Policy is to be reviewed at least every three (3) years or as requested from the Chief Executive Officer or the Human Resources Manager.