



## COUNCIL POLICY

**Title:** Employee Gratuity Policy

**Responsible Officer:** Deputy Chief Executive Officer

Shire of  
**Kellerberrin**

**Version:** Current

### 1. PURPOSE

The purpose of this policy is to provide recognition to valued employee ceasing employment with the Shire of Kellerberrin.

### 2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

### 3. DEFINITIONS

### 4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### 5. POLICY STATEMENT

In accordance with Section 5.50 (1) of the Local Government Act 1995 the Shire of Kellerberrin hereby adopts the following policy in relation to the recognition of service when an employee leaves its service.

It should be noted that an employee would not be considered to receive recognition by way of a gratuity payment unless that person has given loyal and dedicated service for a period of employment.

Should a gratuity be considered, Council would take into consideration the employee service record, in particular the number of days of sick leave entitled the employee has not used. Particular attention should be paid to the employees' attitude towards the Council's objectives and the willingness to contribute towards those objectives without necessarily expecting recognition or reward.

Council will consider employee recognition at the completion of employment.

Recognition of employee service will be made in the following manner:-

- A function is to be held in consultation with the employee's wishes

- The employee will receive a set of Council embossed glasses and a copy of the Kellerberrin History book “A man, his dog and a dead kangaroo”.
- The employee is entitled to a gift to the value of \$50 per completed year of service with the Shire of Kellerberrin

## 6. RELATED LEGISLATION/ DOCUMENTATION

## 7. REVIEW DETAILS

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16