

# EMPLOYEES LEAVING COUNCIL SERVICE

*Document Control Statement – This Policy is maintained by Human Resources. Any printed copy may not be up to date and you are advised to check the electronic copy on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 9186 555.*

## 1. OBJECTIVE

The objectives of this policy are to:

- establish guidelines to recognise employees who are ceasing employment with the City of Karratha;
- establish guidelines for the consideration of ex-gratia payments to employees in accordance with s. 5.50 of the *Local Government Act 1995* (“the Act”); and
- ensure ex-gratia payments are in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996*.

## 2. PRINCIPLES

### 2.1 Eligibility

The recognition of a departing employee does not apply to an employee who has been dismissed by the City for any reason other than redundancy.

The recognition does not apply to casual staff or casual service. Cash gifts will not be provided.

### 2.2 Recognition for employees leaving

Number of Years' Service	Recognition
Continuous Service 1 year up to 3 years	Morning or afternoon tea to the value of \$50
Continuous Service 3 years up to 5 years	Morning or afternoon tea to the value of \$50 Gift to the value of \$100
Continuous Service 5 years up to 10 years	Function to be determined by the CEO with up to \$250 for catering Gift to the value of \$200
Continuous Service 10 years and over	Function to be determined by the CEO with up to \$500 for catering Gift to the value of \$300
Maternity Leave	Team or Office morning or afternoon tea to the value of \$50

### 2.3 Ex-gratia Payments

The CEO is authorised to negotiate an ex-gratia payment where the separation is, or would otherwise be, at the initiative of the employer. The ex-gratia payment shall not exceed an amount equivalent to three months' salary.

Ex gratia payments in recognition of extensive or exemplary service, shall not be made to employees upon termination of their employment with the City of Karratha, whether as a result of retirement, resignation or otherwise.

## 2.4 Service

For the purpose of this policy, continuous service shall be deemed to include:

- Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave; and
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 1 year.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless the Council determines otherwise;
- Any period of unpaid leave unless the Council determines otherwise; and
- Any period of absence from duty on Parental leave unless the Council determines otherwise.

## 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 4. REFERENCES TO RELATED DOCUMENTS

- *City of Karratha Enterprise Agreement 2015*
- *Local Government Act 1995*
- Rewards and Recognition Policy

Policy Number:	CH-03
Previous Policy Number:	GABS1 and EXE 14
Resolution Numbers:	12220-Nov 2000; 12738-Sep 2002; 13130-Sep 2003; 13497-Oct 2004; 14223-Oct 2007; 152448-Apr 2013; 153443-May 2016
Last Review:	May 2016
Next Review:	May 2018
Responsible Officer:	Manager Human Resources

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*