



AP2 – PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD (GRATUITIES) POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVE

To provide guidelines for the payment of gratuities for Council funded gifts at the conclusion of an employee's service with the Shire of Jerramungup.

POLICY

Pursuant to the provisions of section 5.50 of the *Local Government Act 1995*, Council has adopted the following guidelines with respect to the payment of gratuities to staff who are leaving the organisation.

Council will provide a gift to the value stipulated in the table below to all departing permanent employees* who have served a continuous period of employment with the organisation.

Length of Continuous Service	Value of Gratuity Gift
Less than 3 years	Nil
3-5 years	\$300
5-8 years	\$400
8+ years	\$500

- A gratuity gift or payment will not be provided to an employee who has been dismissed for any reason other than redundancy.
- A gratuity gift or payment will not be provided to a casual or other non-permanent employee.

* For the purposes of this policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- 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.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one year.

Relevant Legislation:	<i>Local Government Act 1995</i>
Related Documents:	N/A
Related Local Law:	N/A
Related Policies:	AP7 – Human Resources – Remuneration and Subsidies
Adopted:	20 April 2016 OC160406
Last Reviewed:	17 April 2019
Next Review Date:	2020