

REWARD AND RECOGNITION POLICY

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Responsible Officer:	Coordinator Organisation Development
Owner:	People and Culture
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	N/A
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1. PURPOSE

The City of Greater Bendigo (the City) is committed to attracting, developing and retaining the right people to deliver the right services to the community in the right way. Part of this commitment is recognising and rewarding the work performance and behaviours of employees that reflect, support or contribute to our vision, values and behaviours through our reward and recognition program. This policy aims to encourage the recognition of both individuals and teams, ensure that processes are transparent and that rewards and recognition are fairly and equitably applied.

2. SCOPE

This policy applies to all full time, part time and casual employees (including employees engaged on temporary employment agreements) at the City.

3. POLICY

3.1 Years of Service

Employees will be recognised for their service at the City after 10 years of continuous completed service and every 5 years thereafter. Recognition of Service certificates will be issued to employees at these intervals and the calculation of service will take into account years of service with any of the six former municipalities prior to amalgamation.

3.1.1 10 and 15 Years of Service

10 and 15 year certificates will be presented to employees by the relevant Director at a function appropriate for that directorate (eg. morning tea, unit or directorate function).

3.1.2 20 Years of Service plus

Certificates for employees with 20 years of service and above (in 5 year increments) will be presented by the CEO or his or her delegate at the annual employee awards function. All employees with a relevant anniversary date between 1 January and 31 December of that year will be recognised.

3.2 Retirement/Resignation

The City may contribute towards a departure gift for retirement, resignation or redundancy of employees who have completed 5 or more years of completed service. The amount will be \$50 after the initial 5 years and \$10 for every completed year of service thereafter. The contribution will be paid out of the employee's unit budget.

3.3 Staff Awards

The annual event which acknowledges both years of service and outstanding performance is administered by the People and Performance unit, in conjunction with the Award Selection Committee (ASC). The ASC will consist of a Director, Manager and three staff representatives who have been previously nominated or recipients of a Staff Award.

3.3.1 Eligibility

Any employee of the City may nominate or be nominated for an award. Individuals or teams/groups are eligible to nominate and be nominated for an award.

3.3.2 Nomination Process

Nominations are made by completing and submitting the Staff Award Nomination Form which is available on the intranet. Submitted nominations will be reviewed by the ASC and assessed against the award selection criteria.

Nominations that have not met the award criteria will not be considered for an award. As part of the selection process, the ASC may seek additional information from the nominator, colleagues or people manager of the nominee to support the nomination. Based on the nomination and information collected throughout the selection process, the ASC members will vote on the award winner/s.

3.4 Culture Champion Recognition

This is a way of providing recognition for an employee's performance, contribution, achievements and/or demonstration of the City's values and behaviours in a less formal way. The employee/s should be presented with their certificate at a function appropriate for their Directorate/Unit (eg. morning tea, unit or directorate function).

3.4.1 Eligibility

Any employee of the City may nominate or be nominated for recognition as a Culture Champion. Individuals or teams/groups are eligible to be nominated.

3.4.2 Nomination Process

Nominations are made by completing and submitting the Culture Champion request form which is available on the intranet. Once submitted, the request details will be forwarded to the appropriate people manager for approval.

Further information or advice on this policy should be directed to People and Culture

4. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

5. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

6. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
DEC 2009	N/A	People and Performance	Initial	1	DEC 2012
NOV 2016	KR	People and Performance	Review (replace Service Recognition Policy)	2	NOV 2020
FEB 2019	JW	People and Culture	Administrative	3	NOV 2020