

1. POLICY CERTIFICATION

Policy title:	Employee Leaving Gift Policy
Policy number:	HR017
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

The purpose of this policy is to recognise and appreciate the service of those employees whose employment has ceased with Roper Gulf Regional Council (RGRC).

3. ORGANISATIONAL SCOPE

This policy applies to all staff employed by RGRC.

4. POLICY STATEMENT

This policy defines the value of gifts for departing employees based on length of service.

This policy applies to those employees who leave RGRC through their own volition, for example through resignation or retirement, or by way of redundancy and restructure.

Employees whose employment ends as a result of misconduct or misdemeanor will not be entitled to receive a gift in accordance with this policy.

The provision of gifts for departing employees is at the discretion of the CEO, their delegate, and / or the manager of the employee.

5. DEFINITIONS

Social Function	A morning tea, lunch or afternoon tea event for farewell of employee in the workplace
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6. PRINCIPLES

6.1 GIFT ENTITLEMENT

Staff will receive a gift commensurate with their length of service.

An outright gift, or gift vouchers, will be offered. No cheques or cash will be given.

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The Manager is authorised to arrange a presentation to employees on the following basis:

- The employee has given the required, or agreed to, notice period
- The employee has not been terminated for reasons of misconduct or misdemeanor

The value of the gift is to be made in accordance with the following scale:

Years of Service	Gift Value	Social Function Amount
Less than 2 years	Nil	Nil
2 years	\$100.00	\$50.00
3 years	\$150.00	\$100.00
4 years	\$200.00	\$100.00
5 years	\$250.00	\$150.00
6 years	\$300.00	\$150.00
7 years	\$350.00	\$150.00
8 years	\$400.00	\$150.00
9 years	\$450.00	\$150.00
10 years	\$500.00	\$150.00
Greater than 10 years	At the discretion of the CEO	\$200.00

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	
Related Publications	

8. DOCUMENT CONTROL

Policy number	HR017
Policy Owner	Human Resources
Endorsed by	Ordinary Meeting Of Council
Date approved	27 July 2016
Revisions	
Amendments	
Next revision due	July 2018

9. CONTACT PERSON

Position	Manager Governance, Corporate Planning & Compliance
Contact number	89 729 000