

POL	EMPLOYEE ACHIEVEMENT AWARDS	SC41
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POLICY CODE:	SC41
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
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ATTACHMENTS:	N/A
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VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	19 March 2008 22 March 2012	28 November 2013 24 August 2017
OCM:	10 April 2008 12 April 2012	12 December 2013

BACKGROUND:

Council has traditionally funded the provision of rewards to employees who have achieved milestones in their length of service with the organisation. An opportunity to extend this programme has emerged since the introduction of the Union Collective Agreement in 2007.

PURPOSE:

To introduce more meaningful staff incentive awards to recognise the achievement of excellence in the workplace.

POLICY:

- (1) The City of Cockburn recognises that its employees should be encouraged to strive for excellence and high achievement in their field of employment.
- (2) To facilitate this, Council will provide an annual allocation of funding for a rewards based programme to be developed.
- (3) The Chief Executive Officer (CEO) will be responsible for the implementation of an ongoing programme of employee incentives.
- (4) Presentation of awards and rewards will be announced, where possible, in the presence of staff focussed functions (eg. annual Christmas function).

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- (5) The presentation of the Employee of the Year Award to be made at the Staff Christmas Function by the Mayor, or the Mayor's nominated representative.
- (6) Notwithstanding (4) above, the CEO may arrange for occasional awards to be provided, if in the opinion of the CEO, there is sufficient justification to warrant it.
- (7) The achievement awards covered by this Policy are in addition to those available to staff pursuant to Policy AES5 "Payment to Employees in Addition to Contract or Award".