

<b>POL</b>	<b>PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD</b>	<b>AES5</b>
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<b>POLICY CODE:</b>	AES5
<b>DIRECTORATE:</b>	Executive Support Department
<b>BUSINESS UNIT:</b>	Executive Support Department
<b>SERVICE UNIT:</b>	Executive Support Services
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>FILE NO.:</b>	182/001
<b>DATE FIRST ADOPTED:</b>	15 April 1997i
<b>DATE LAST REVIEWED:</b>	10 March 2016
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	AES5
<b>VERSION NO.</b>	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	10 September 2009 14 February 2013 13 March 2014

**BACKGROUND:**

The Local Government Act, 1995, (Sec. 5.50(1)) requires Council to prepare a Policy detailing any payments made to employees in addition to any contract or applicable award.

**PURPOSE:**

To establish a position for the City of Cockburn in relation to severance pay to terminating employees, and to provide a monetary incentive for the long service of employees.

**POLICY:**

- (1) The City of Cockburn will not make payments of gratuities to employees upon retirement or resignation;
- (2) The City of Cockburn will recognise long periods of service by its employees in the following manner:
  1. by the provision of \$1,000 upon completion of 10 years continuous service;

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2. by the provision of \$1,500 upon completion of 15 years continuous service; and
  3. by the provision of \$2,000 upon the completion of 20 years continuous service.
- (3) Employees with twenty five (25) years or more continuous service with the City of Cockburn will be granted an additional one week of leave for each year of further service, increasing the annual leave accrual rate from 4 weeks to 5 weeks per annum upon reaching this length of service.
- (4) In addition, the City may recognise the retirement or resignation of long standing employees upon the achievement of more than twenty (20) years continuous service to the City, with a function and/or gift up to a combined value of \$1,000 on occasions as deemed appropriate by the Chief Executive Officer and following consultation with the Mayor.