

Payments to terminating employees

Policy statement

To comply with section 5.50 of the Local Government Act 1995, and set out the circumstances in which the City may pay to an employees whose employment with the City is finishing, an amount in addition to any amount to which the employee is entitled under a contract of employment, or award, and the manner of assessment of the additional amount.

Principles

To support and recognise the achievements of our employees, the City aims to implement a planned approach to 'how' and 'what' we recognise as achievement. This policy aims to support the City's achievement culture. The annual Reward and Recognition program is the method that employees are rewarded and recognised. The program is reviewed on an annual basis.

The City's commitment to reward and recognition of employees is reflected in the following principles:

- Leaders value and promote reward and recognition of employees.
- Reward and recognition supports and aligns to the City's desired culture of achievement.
- Procedural fairness and equity in process is practiced.
- The City of Fremantle's Core Values are fundamental in the practice of reward and recognition.
- Recognition of the length of service of employees.

Scope

1. **Reward and recognition for behaviour in individuals and teams that supports our desired culture**

Employees are nominated by other employees periodically throughout the year for the Reward and Recognition program. An assessment criterion is applied by a selection panel, which comprises employees from various service areas of the City.

Employees who demonstrate behaviours that are consistent and support an achievement culture receive a reward of their choosing, within a selection, to the value of \$100. They are recognised via an announcement on the City's intranet.

Employees who are nominated but not rewarded are recognised via an announcement on the City's intranet.

2. Recognition of terminating employees

Employees who have worked at the City for a period of time exceeding 5 years are recognised as follows when they finish their employment with the City of Fremantle:

Number of years of service	Recognition
Between 5 and 10	Certificate of recognition and a token gift up to the value of \$20.
Between 10 and 20	A certificate of recognition, a token gift up to the value of \$20 and a gift voucher to the value of \$100.
More than 20	A certificate of recognition, a token gift up to the value of \$20 and a gift voucher to the value of \$150.

Definitions and abbreviations

Nil.

Responsibility and review information	
Responsible officer:	Director People and Culture
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