

EMPLOYEE SERVICE AWARD PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the eligibility criteria and awarding mechanism for CQUniversity employees to receive a service award.

2 SCOPE

- 2.1 This procedure applies to continuing and fixed-term CQUniversity employees.

3 PROCEDURE

- 3.1 Service awards are presented in recognition of an employee's longevity with the University, and an opportunity for the organisation to thank its employees for their continued loyalty and service.
- 3.2 Recognition for employee service will commence at 10 years and will be recognised in five yearly intervals thereafter.
- 3.3 The Award will comprise a Service Award Certificate and an appropriate gift to recognise the length of service, as determined by the Director People and Culture.

Eligibility

- 3.4 To be eligible, employees must have completed a [continuous service](#) in a full-time or part-time appointment at the University. Continuous service will be deemed to exist provided that no more than three months has transpired between the cessation of an appointment and the commencement of a new appointment.
- 3.5 The following employees are deemed ineligible from service awards:
- casual employees including examination invigilators
 - practicum supervisors, and
 - adjunct/honorary appointments.

Approval

- 3.6 The Director People and Culture will review the list of eligible employees and provide approval. Following approval, notification will be sent to service award recipients with an invitation to attend a presentation ceremony to receive the award.

Presentation of award

- 3.7 The Vice-Chancellor and President (or nominee) will present Employee Service Awards at an appropriate annual ceremony.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 The Human Resources Management System will be updated to record employee service awards for that year.
- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Continuous service: non-casual service with the University, or its predecessors, without a service break of more than three months. Periods of previous employment with the University will not count towards continuous service. Periods of unpaid maternity leave, WorkCover leave, and approved leave without pay will not be considered as a break in service.

6 RELATED LEGISLATION AND DOCUMENTS

Nil.

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	01/02/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Council 19/10/1992
Amendment Authority and Date	Council 25/08/2003; Executive Director (Corporate Services) 22/10/2007; Executive Director (Corporate Services) 22/10/2008; Vice-Chancellor and President 23/10/2009; University Secretary 7/06/2010; terminology updated 18/10/2010; Vice-Chancellor and President 19/09/2012; Vice-Chancellor and President 13/04/2016; Vice-Chancellor and President 3/04/2019; Editorial amendment 27/11/2020; Director People and Culture 01/02/2022.
Notes	This document was formerly known as the Meritorious Staff Service Policy (last approved 22/10/2008), the University Staff Service Award Procedure (last approved 13/04/2016), and the Staff Service Award Procedure (last approved 27/11/2020).