1 PURPOSE

1.1 Recognition for Staff Service will commence at 10 years and will be recognised in 5 yearly intervals thereafter.

1.2 The Award will comprise a University Staff Service Award Certificate and an appropriate gift to recognise the length of service (e.g. pin, CQU merchandise, watch etc.)

2 SCOPE

2.1 This procedure applies to CQUniversity staff.

3 PROCEDURE

Eligibility Criteria

3.1 To be eligible, staff will have a continuous full-time, part-time or casual appointment. Continuity 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. In the case of casual staff continuity is based on the dates on which the casual staff member worked, not the start and end date of an appointment.

3.2 When determining eligibility, periods of unpaid maternity leave, WorkCover leave and sick leave without pay will be considered as continuous service.

3.3 Eligibility will be adjusted for periods of Leave Without Pay greater than four weeks

3.4 Ineligible staff:
   - Examination Invigilators
   - Practicum Supervisors
   - Adjunct Professors

Eligibility Report

3.5 At the request of the Director, People and Culture (or delegate), the People and Culture Directorate will supply a list of names of staff members who have attained the relevant years of service, in accordance with the Eligibility Criteria. The report will include the below fields for each employee:
• Employee number
• Full name
• First commencement date
• Service date
• Long Service Leave Service date
• TAFE/CMS Service
• Days adjusted
• Final date
• Years of service
• Employment type
• Campus
• Administration location
• Organisational unit
• Add detail
• Comments
• Other

Approval Process

3.6 A list of names of staff who meet the eligibility criteria will be provided to the Director, PAC for approval. Following approval, notification will be sent to recipients with an invitation to attend a presentation ceremony to receive the award.

Presentation of Award

3.7 The Vice-Chancellor and President will present Staff Service Awards at an appropriate annual ceremony, or ceremonies.

Retrospective Awards

3.8 The introduction of 10 year staff service awards in 2012 will not be presented retrospectively.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Director, People and Culture will delegate the co-ordination of the process of identifying staff eligible for recognition.

4.2 The Vice-Chancellor and President will present Staff Service Awards at an appropriate annual ceremony.

4.3 The Corporate Events team or delegated staff member will organise the ceremony.

Reporting

4.4 No additional reporting is required.

Records management

4.5 The HR Management System will be updated to record University Staff Service awards for that year.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University glossary.

6 FEEDBACK

6.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

University Staff Service Award Procedure
Reference Number/Code: 1462

Effective Date: 17/10/2016
Page 2 of 3

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### Approval and Review Details

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<td>Administrator</td>
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### Approval and Amendment History

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