

STAFF SERVICE AWARD PROCEDURE



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1 PURPOSE

- 1.1 Staff Service Awards are presented in recognition of an employee's longevity with CQUniversity and an opportunity for the organisation to thank its employees for their continued loyalty and service.
- 1.2 This procedure sets out the eligibility criteria and awarding mechanism to enable CQUniversity employees to receive a service award.

2 SCOPE

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

3 PROCEDURE

- 3.1 Recognition for staff service will commence at 10 years and will be recognised in five yearly intervals thereafter.
- 3.2 The Award will comprise a Staff Service Award Certificate and an appropriate gift to recognise the length of service, as determined by the Director, People and Culture.

Eligibility criteria

- 3.3 To be eligible, employees will have a continuous full-time or part-time 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.
- 3.4 When determining eligibility, periods of unpaid maternity leave, WorkCover leave, and approved leave without pay will be considered as continuous service.

3.5 Ineligible staff:

- Casual employees including Examination Invigilators
- Practicum Supervisors
- Adjunct/Honorary Appointments

Approval process

- 3.6 The Director, People and Culture will review the list of eligible employees and provide 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 or nominee will present Staff Service Awards at an appropriate annual ceremony/ies.

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 People and Culture Directorate will identify employees eligible for recognition.
- 4.2 The Corporate Events team will organise an appropriate ceremony/ies for the presentation of Staff Service Awards.
- 4.3 The Director, People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.4 No additional reporting is required.

Records management

- 4.5 The HR Management System will be updated to record Staff Service awards for that year.
- 4.6 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.
- 4.7 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

Nil.

7 FEEDBACK

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

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	3/04/2022

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 & 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.
Notes	This document replaced the Meritorious Staff Service Policy (23/10/2009). This document was formerly known as the University Staff Service Award Procedure (13/04/2016).