

## Council Policy 4.3

### Gratuity Payments to Terminating Employees

#### Objective

To recognise EMRC employees exemplary and/or extensive service.

#### Purpose

To establish a policy in relation to the approval of a gratuity payment to employees who retire or resign from employment with the EMRC.

#### Definitions

A 'gratuity payment' means any payment of monies in addition to any contractual or award entitlement, which is paid to a employees on termination of employment with the EMRC.

#### Legislation

*Local Government Act 1995 s 5.50*

*Local Government (Administration) Regulations 1996 r.19A*

#### Policy Statement

1. Gratuity payment may be made to an employee in recognition of their exemplary service or extensive term of service with the EMRC.
2. Gratuity payment may be made only when the employee retires or resigns from employment with the EMRC.
3. The Chief Executive Officer will give consideration to whether a gratuity payment should be made to an employee, and the matter will be referred to the Chairman and Deputy Chairman for consideration.
4. In the instance where the intended recipient of the gratuity is the CEO, the matter shall be considered by the Council.
5. The value of the payment made to the employee will not exceed any amount as prescribed or provided for by r.19A of the Regulations.
6. Any taxation implications associated with the gratuity payment will be borne by the employee.
7. In the event that a gratuity payment is made, the Council will give local public notice of its decision to make that payment in accordance with the provisions of s 5.50 of the *Local Government Act 1995*.

#### Financial Considerations

Unbudgeted and to be referred to Council for funding.



### **Adopted/Reviewed**

- 29 May 1997
- 22 July 1999
- 02 May 2002
- 20 May 2004
- 23 February 2006
- 18 September 2008
- 23 September 2010
- 18 September 2014
- 06 December 2018
- 23 February 2023

### **Next Review**

February 2027

### **Responsible Unit**

Office of the CEO – Human Resources