

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Staff Service Awards

Establishment: Council, 6 October 2011

Date Last Amended: (1) Vice-Chancellor, 17 August 2012 (2) Vice-President (Strategy & Planning), 29 August 2012

Nature of Amendment: (1) award made at 25 years of service only (to all staff with 25+ years service in the inaugural year) (2) Clause 1.3 replace 'medal' with 'other form of award or gift' and new procedures

Date Last Reviewed:

Responsible Officer: Director, Human Resources

1. Rules

1.1 In recognition of the commitment, achievements and efforts of staff, Flinders University will recognise the milestones of 25 years of service with the University or its antecedent institutions.

1.2 Current staff who have been employed by the University or its antecedent institutions for 25 years will be acknowledged with a single celebration organised on behalf of the Vice-Chancellor's Office.

1.3 Awardees will receive a certificate and at the discretion of the Vice-Chancellor, may receive an additional form of award or gift.

2. Procedures

2.1 The Director, Human Resources will, in July of each calendar year, arrange for the review of staff records and production of a report, by faculty and administrative portfolio, of staff members who in that year will have achieved the milestone of 25 years of service with the University or its antecedent institutions. For the purpose of identifying relevant staff, Human Resources will review the records of all current staff members who have had an uninterrupted period of service with the University and its antecedent organisations, under a continuing, convertible or fixed-term contract or series of contracts, noting that:

- periods of approved leave (whether paid or unpaid); and

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- break(s) in service of 8 weeks or less (for example due to resignation/cessation from one contract and subsequent re-employment in another contract);

will not count as interruptions.

The review will also take into account any unbroken casual service immediately preceding a period of unbroken continuous service on a continuing or fixed-term contract (as defined above), and which has been counted for the purpose of long service leave. However, the scope of the review will not include service by casual staff per se.

2.2 The staff reports, as above, will be provided to the respective Executive Dean or portfolio head for review in accordance with clause 2.3. Being a system generated report concerning a large organisation, it will be important that the information is thoroughly checked at the local level for the following reasons:

- there may be some apparent anomalies (eg rare cases of staff on very long periods of extended leave without pay, which is approved leave, though unpaid); and
- the information contained in the report relies on what has been formally reported to Human Resources and therefore may not pick up on things such as recent resignations, etc).

2.3 Executive Deans and portfolio heads, in considering their respective reports and consulting, as appropriate, with the supervisors of the staff identified in the report, should consider whether there are any matters which may impact on an award to a particular staff member, for example:

(a) whether it would be appropriate to defer an award on the grounds that a staff member is on an extended period of leave; or

(b) whether it would be appropriate in the circumstances to defer an award, where formal University processes are in progress regarding serious conduct or performance matters (i.e on grounds that the circumstances are inconsistent with the concepts of commitment, achievement and effort in service to the University).

Executive Deans and portfolio heads have the discretion to seek advice from Human Resources about any such matters.

2.4 Staff members identified for receipt of an award will be invited by the Faculty or portfolio area to advise if he or she wishes to opt out of being publicly recognised for his or her length of service with the University.

2.5 The design of the staff service award certificate and other form of award or gift as agreed by the Vice-Chancellor in accordance with clause 1.3, will be approved by the Director, Marketing and Communications (MACO).

2.6 MACO will provide the certificates to the Executive Deans and portfolio heads in electronic format for completion by the faculty/portfolio of the names and years of service details for subsequent printing.

2.7 The Executive Deans/portfolio heads and Director, Marketing and Communications Office will liaise to ensure timely preparation of the certificates and, if applicable, other form of award or gift, for presentation by the Vice-Chancellor at a ceremony to be arranged by MACO.

2.8 In the first year of the staff service award, staff with 25 years of service or greater will be recognised. The award certificate will state the number of years of service milestone eg 28 years, or 35 years etc.