

## 2. Human Resources

# 2 HUMAN RESOURCES

## 2.1 C-2EAAR01 – Employee Achievement Award and Recognition

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*Previous Policy Number – Not applicable*

### **PART A - Policy**

#### **Objective**

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will appropriately recognise and reward staff who are performing over and above expectations.

#### **Policy Statement**

The Shire of Dandaragan values its employees and their contribution to the organisation.

Employees who perform “above and beyond” what is normally expected of their position will be recognised, and may be rewarded, to demonstrate that their achievements are appreciated by the Shire.

The Shire will ensure that outstanding performance is identified and recognised fairly and equitably. Reward for exceptional performance will be given, within the constraints of the Annual Budget, and subject to approval by the Chief Executive Officer.

A system of recognising and rewarding high-performing employees will assist the Shire in attracting and retaining quality employees. In addition, it will help other staff to identify the values and behaviours that the Shire seeks from its employees, and provide motivation for performance improvement.

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### **PART B - Management Procedures**

#### **Definitions**

<b>Recognition</b>	refers to the acknowledgement of an employee's good performance or conduct. This may include a simple verbal "thank you", highlighting the performance at a team meeting, or giving a certificate of achievement.
<b>Reward</b>	involves the giving of a gift with monetary value, such as a gift voucher, an inscribed plaque, or a paid day or half-day off work.

#### **Detail**

##### **Purpose**

To ensure that Shire employees who are performing over and above expectations are appropriately recognised and rewarded.

##### **Procedure**

##### **Identifying employee achievement**

Employees are encouraged to report achievements or outstanding performance by their fellow staff members to their Manager or Supervisor. Managers and Supervisors need to promote this, perhaps by setting aside time at team meetings for staff to bring others' achievements to the attention of the whole team. They may also wish to set up a nomination process within their team (a readily available form or "suggestion box" type of arrangement).

##### **How will achievement be recognised?**

Employee achievement can be recognised either informally or formally through this Policy.

Managers and Supervisors are to informally recognise good performance on an ongoing basis. Both behaviours and outcomes are to be recognised. A note of appreciation, sending a memo to the Executive Manager or Chief Executive Officer (CEO), or mentioning the employee's achievements at a team meeting will ensure that the employee knows that their effort is appreciated.

Where a Manager or Supervisor feels that an achievement deserves formal recognition and/or a reward with a monetary value, they are to advise the CEO in writing.

A full explanation of why the employee's performance warrants reward is to be provided. The CEO may accept or reject this proposal in consultation with the Executive Management Team.

It is important that achievement is recognised in an equitable manner – some service areas, particularly those that deal with the public on a regular basis, are far more likely to receive positive feedback on their performance than those whose duties are more administrative or regulatory.

##### **When will rewards be given?**

The awarding of employee rewards should be spread throughout the year, to maintain staff

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interest and enthusiasm, to recognise achievements as they happen, and to inspire other staff to achieve.

### **What rewards will be given?**

Rewards could include a gift voucher, a monetary payment, paid time off, a donation to a charity of the recipient's choice, a plaque or inscribed gift.

The employee may have a specific idea of how they would like to be recognised. A choice of rewards should be made available where possible.

Reward is not a substitute for higher duties, training, or a warranted salary adjustment (for example, where a person's duties change significantly, or where a step increment would normally be given).

An amount for employee recognition will be allocated each year in the Annual Budget. All employee rewards are to be costed to this budget code to ensure that the expenditure is monitored and controlled.

### **What behaviour or achievements should be recognised?**

(from *A Guide to Managing an Ageing Workforce* – Public Sector Commission WA)

1. **Strategic Role Model** – employees who demonstrate a commitment to the Shire's corporate values
2. **Performer** – employees who have achieved an excellent outcome in their area, above and beyond their normal duties
3. **Innovator** – those who develop innovative or creative ideas or solutions
4. **Quiet Achiever** – for consistently hard workers who put in significant effort without drawing attention to themselves
5. **Promoter** – recognises employees who have worked with other local governments or agencies, or provided a service which has enhanced the perception or reputation of the Shire
6. **Leader** – for employees who have demonstrated effective leadership behaviours, such as taking charge of a project, leading by example and inspiring other employees, or leading a change in the Shire
7. **Developer** – for managers who have made consistent and committed efforts to develop their team

### **Impact of Tax legislation**

Fringe Benefits Tax (FBT) and Personal Income Tax (PIT) requirements may have an impact on the awarding of awards.

FBT will apply to any reward/gift voucher with a monetary value above \$300. PIT will apply to any cash reward provided, no matter the amount.

The Executive Manager Corporate and Community Services is to be consulted in regard to any FBT or PIT implications in relation to the proposed rewards.