

Employee Recognition of Service Schedule



1 Purpose

To outline the milestones and processes for recognition of service by University Employees.

2 Scope

This schedule must be read in conjunction with the Employee Recognition and Reward Procedure and is subordinate to it.

3 Schedule

Employees will be formally recognised for their service to the University in a manner commensurate with their period of service.

3.1 Service milestones

Employees will be formally recognised by the University for completing the following periods of service:

- 10, 20, 25, 30 and 40 years.

An Employee's period of service is defined as paid service to the University and includes any period of paid leave.

Paid service includes continuing, fixed-term and casual employment.

No service prior to January 1967 will be recognised. The University may also informally acknowledge Employees for service at lesser milestones, however any such recognition is outside the scope of this Schedule.

3.2 Formal acknowledgement

All recipients will be publically acknowledged at an appropriate function hosted by the Office of the Vice-Chancellor, and will receive a certificate of appreciation. Employees who reach the service period of 25 years will also receive a commemorative gift.

Where an Employee attains a service milestone identified in Section 3.1 (above) but leaves the

University prior to having this service formally recognised, they will be invited to attend the next occurrence of the relevant function, and will also be provided with the appropriate certificate of appreciation (and commemorative gift for Employees who had reached their 25 year service milestone).

4 References

Nil.

5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Determination of commemorative gift

6 Schedule Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Performance, Development and Recognition Policy
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	
Related Policies	
Related Procedures	Employee Recognition and Reward Procedure
Related forms, publications and websites	Recognition and Reward Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual</p>

basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[Vice-Chancellor](#)

The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998, including a person acting in that position.

Definitions that relate to this schedule only

Keywords	Recognition, long serving Employees
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