

Employee Retention

HR03-CP superseding OP224



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1. Purpose

The purpose of this Policy is to outline the incentives available to MacDonnell Regional Council (MRC) to retain talented and productive employees.

2. Scope

This Policy applies to all staff employed by MRC unless otherwise stated below.

3. Objectives

The objectives of this policy are:

- To acknowledge the valuable contribution that long serving employees make toward achieving MRC's goals and objectives.
- To retain an employees skills, knowledge and enthusiasm within MRC.
- To provide a framework for which the retention of employees is undertaken.

4. Definitions

The following words and corresponding definitions apply specifically to this policy and supporting documents and are provided to support its interpretation and implementation.

Supervisor	Supervisor refers to a person employed at MacDonnell Regional Council in any of the following roles: CEO, Director, Manager, Coordinator and Team Leader.
Continuous service	In the instance an employee voluntarily ceases and recommences employment with Council within a two (2) month period, then their service will be considered continuous. Should an employee be dismissed or have their employment terminated for any reason including abandonment and subsequently recommence employment with Council then their years of service will be considered broken and will reset from their new date of employment.

5. Statement

5.1. Employee retention involves the activities MRC undertakes to acknowledge an employee's contribution and efforts toward achieving MRC's vision, values, goals and objectives.

5.2. An effective retention strategy involves making an employee feel valued for their contribution and acknowledging that employees are motivated by various incentives.

5.3. Supervisors have a number of retention strategies available to them, and they should seek to implement them in conjunction with employees and the needs of the position. Strategies available to supervisors include:

- Learning and Development opportunities, refer to Policy OP207 Learning and Development
- Flexible working arrangements, refer to the EA and Policy OP211 Flexible Work
- Generous entitlements, refer to the EA i.e. additional superannuation contributions, cultural leave and study leave
- Annual performance increases, refer to EA
- Recognition, refer to Policy OP257 Employee Recognition
- Years of Service Bonus

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5.4. Years of Service Bonus

- Employees shall receive an appreciation certificate, letter of acknowledgement from the Chief Executive Officer and a Years of Service Bonus for attaining years of continuous service.
- Years of Service Bonus are provided as pro rata based on full time monetary amounts shown in the table below:

2 Years	\$250
5 Years	\$550
7 Years	\$750
10 Years	\$1,150
15 Years	\$1,750
20 Years	\$2,400

- Years of Service Bonuses will be available to full time and to part time employees.
- For clarity, employees that had received benefits under the superseded Attraction and Retention Policy are eligible to receive the Years of Service Bonus.

6. Policy Details

Replaces Policy No: (if applicable)	OP224 Reward and Recognition
Responsible Directorate/Department:	Corporate Services/Human Resources
Approval Date:	28 February 2020
Minutes Reference:	OC Resolution # 24 - Item # 15.7
Review Cycle:	4 years (or sooner if required) Review: 28 February 2024

7. Legislation and References

Related Legislation:	Northern Territory Local Government Act 2008 Fair Work Act 2009
Related Policies:	OP257 Employee Recognition OP207 Learning and Development OP211 Flexible Work
Associated Documents:	MacDonnell Regional Council Enterprise Agreement 2017 HR033 Training Request Form PR257 Years of Service Bonus Procedure

8. Version Control

Version No	Approval Date	Template No.	Minutes reference (previous version)
3	28 February 2020		20 January 2015

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