

Employee Retention

HR03-CP (Superseding HR03-CP Employee Retention Policy v3)



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

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; and
- 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

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- annual performance increases, refer to EA
- recognition, refer to Policy OP257 Employee Recognition
- Years of Service Bonus

5.4. Years of Service Payment

- 5.4.1. Employees shall receive an appreciation certificate, letter of acknowledgement from the Chief Executive Officer and a Years of Service Payment for attaining years of continuous service.
- 5.4.2. Years of Service Payments are payable to both full time and to part time employees based upon years of service at the amounts shown in the following table:

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

- 5.4.3. *Grandfather Clause* applies to casuals employed prior to the adoption of this policy. They will be eligible for benefits as per the superseded policy OP224 provided they have been engaged at least once in the last six months preceding the eligible benefit.

Years of Service Payments will be paid in accordance with the Years of Service Payment Guidelines developed and approved by the Director Corporate Services.

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6. Policy Details

Replaces Policy No: (if applicable)	HR03-CP Employee Retention Policy v3
Responsible Directorate/Department:	Corporate Services – Human Resources
Approval Date:	28 February 2020
Minutes Reference:	OCM Item # 15.7 – Resolution OCM2020-024
Review Cycle:	February 2024 – Review every four (4) years or as required.

7. Legislation and References

Related Legislation:	<i>Local Government Act 2019</i> <i>Fair Work Act 2009</i>
Related Policies:	HR04-CP Employee Recognition Policy Learning and Development Policy under development Flexible Work Policy under development
Associated Documents:	MacDonnell Regional Council Enterprise Agreement 2021 HR033 Training Request Form PR257 Years of Service Payment Procedure

8. Version Control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1.	19 August 2014	DCS028	19 August 2014
2.	20 January 2015	OP224	20 January 2015
3.	13 December 2019	HR03-CP	OCM Item # 15.7 – OCM2019-145
4.	28 February 2020	HR03-CP	OCM Item # 15.7 – OCM2020-024