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## Staff Service Awards

**Establishment:** Council, 6 October 2011

**Date Last Amended:** 25 July 2023

**Nature of Amendment:** Minor repairs to ensure document is up to date.

**Date Last Reviewed:** 2023

**Responsible Officer:** Director, People and Culture

### 1. General Principles

1.1 The Staff Service Awards exist within a broader range of staff award programs including, but not limited to:

- Professional Staff Awards
- Flinders Reconciliation Awards
- Vice-Chancellor's Awards for Research and Research Supervision
- Vice-Chancellor's Awards for Teaching

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

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

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

1.5 Flinders University may, at its absolute discretion, recognise other significant staff service milestones on a case-by-case basis.

### 2. Procedures

2.1 The Director, People and Culture will, in July of each calendar year, arrange for the review of staff records and production of a report, by College /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, People and Culture 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 Vice-President and Executive Dean (VPED) 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 (e.g. 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 People and Culture and, therefore, may not pick up on things such as recent resignations, etc).

2.3 VPEDs 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).

VPEDs and Portfolio Heads have the discretion to seek advice from People and Culture about any such matters.

2.4 Staff members identified for receipt of an award will be invited by the College or Portfolio to advise if they wish to opt out of being publicly recognised for their length of service with the University.

2.5 Marketing will liaise with the VPEDs/Portfolio Heads to ensure timely preparation of certificates and, if agreed by the Vice-Chancellor, other form of award or gift, for presentation by the Vice-Chancellor at a ceremony to be arranged by Marketing.