Long Service Awards Guidelines

INTRODUCTION

The University is committed to ensuring that the contributions of staff members to the University’s activities over a long period of time are recognised and recorded. Long Service Awards will be presented to staff in recognition of having served 10, 15, 20, 25, 30 and 35+ years of continuous meritorious service.

COMPLIANCE

This is a compliance requirement under the Charles Darwin University Act 2003 part 3, section 15.

INTENT

The intention of this document is to outline who is eligible for a Long Service Award, what the award will entail and how and when it will be presented.

RELEVANT DEFINITIONS

In the context of this document

Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent.

GUIDELINES

Eligibility

All active staff members who have worked continuously full-time at the University for periods of 10, 15, 20, 25, 30 and 35+ years respectively as of 31 December in the year of application are eligible.

This applies to all full-time, continuous service staff members of the University and its predecessor institutions.

For the purposes of this document, all full-time, continuous service staff members of the University and its predecessor institutions will be considered as eligible. The University’s predecessor institutions include:

- Darwin Institute of Technology;
- University College of the Northern Territory;
- Northern Territory University;
- Centralian College; and
- NT Rural College-Katherine.

Casual service will not be recognised as eligible service, except where such service has been of a continuous nature and recognised for long service leave purposes.
**Note**: Eligible staff members who retire from the University prior to the date of the ceremony can still be considered for a long service award in that year.

**Nature of the Award**

**10, 15 and 20 year awards**

The recipient will receive a certificate recognising their continuous meritorious service and a suitably engraved award with the University arms and the words "Vice-Chancellor's Long Service Award" on the obverse and the words "Awarded to XXXX for XX years of service [the year of issue]" on the reverse.

**25, 30 and 35+ year awards**

The recipient will receive a certificate recognising their continuous meritorious service and a suitably engraved award with the University arms and the words "Vice-Chancellor's Long Service Award [the year of issue] and [the recipient's name and years of service]."

**Award Presentation**

The Long Service Award will be approved and presented by the Vice-Chancellor at an awards ceremony each year.

Presentation of the award will be recorded in the minutes of the next Council meeting.

**ESSENTIAL SUPPORTING INFORMATION**

**Internal**

- CDU and Union Enterprise Agreement
- Human Resources Policy
**Document History and Version Control**

<table>
<thead>
<tr>
<th>Version</th>
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<th>Approved by</th>
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