

Recognition of 25 Years' Service - Professional Staff Procedure

Section 1 - Purpose and Objectives

(1) This Procedure enacts the [Recognition of 25 Years' Service - Professional Staff Policy](#) and outlines how eligible staff are identified and the formal recognition is given.

Section 2 - Definitions, Terms, Acronyms

No entries for this document.

Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to all eligible professional staff who have completed 25 years of service at the University.

Section 4 - Procedure Statement

(3) Each year, the Human Resources Division together with the local Human Resources Manager identifies eligible staff and their details are provided to the Office of Protocol.

(4) The Office of Protocol sends invitations to eligible staff to attend a function where they are presented with a certificate stating the number of years' service.

(5) The function is typically held prior to the penultimate Senate meeting for the year.

(6) The staff member's relatives or friends, to a maximum of three persons, and the relevant Heads of Organisational Units, are also invited to attend the function.

(7) The University's appreciation of each person's service will be recorded in the Senate minutes.

Status and Details

Status	Current
Effective Date	25th August 2011
Review Date	25th August 2014
Approval Authority	Chief Human Resources Officer
Approval Date	25th August 2011
Expiry Date	Not Applicable
Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division