

# Local Achievement Rewards Policy

## Section 1 - Purpose and Context

(1) The University aims to improve and strengthen its organisational capability, and to attract, retain, recognise, reward and develop high quality employees. Through its staffing strategy, the University provides reward, recognition and incentive schemes, including the local achievement rewards scheme.

(2) This policy provides the principles and procedures for approving local achievement rewards.

## Section 2 - Definitions

(3) Nil.

## Section 3 - Policy Statement

(4) The University recognises its continuing success and growth depends upon its organisational capability and individual employees' capacity for distinctiveness, innovation and diversity.

(5) Local achievement rewards are provided to recognise the service and/or performance of ongoing or fixed-term employees. Casual employees are not eligible to receive a local achievement reward.

(6) Exemplary service or performance above expectation for which an award may be approved may include, but is not limited to:

- a. implementing an innovation resulting in increased efficiency, productivity or revenue;
- b. showing professional or personal leadership above and beyond that expected;
- c. addressing an issue or changing a behaviour that improves customer service, safety, accuracy, or timeliness;
- d. consistently working at a high level to ensure deadlines are met during a period of exceptionally high or unexpected workload;
- e. demonstrating exemplary services and performing well above expectations in the workplace;
- f. providing exceptional customer service.

(7) Local achievement awards must be approved by the relevant Dean, Director, Pro Vice-Chancellor (PVC) or Deputy Vice-Chancellor (DVC).

(8) A reward provided under this policy is not a gift or benefit for the purposes of the [Gifts and Benefit Policy](#).

## Section 4 - Procedures

(9) A supervisor can recommend an employee for a local achievement reward to the relevant Dean, Director, PVC or DVC. Where a Dean/Director recommends an employee for a reward, the recommendation must be submitted to their supervisor for approval.

(10) A recommendation must include:

- a. a written submission outlining the performance outcomes, and/or how the work was achieved, and the benefits to the unit;
- b. the type and value of the proposed reward; and
- c. a statement as to whether the employee has received a local achievement reward in the past.

(11) The approving officer may approve or reject the recommendation.

(12) Where a reward is approved, the recipient will receive:

- a. a certificate/letter signed by the approving officer; and
- b. a gift voucher up to a maximum of \$100 as recommended by the supervisor.

(13) Rewards cannot be provided as cash or paid through the payroll. Rewards generally should not be for a meal or alcohol. Some rewards, such as payment for a meal, may attract FBT, which is payable by the operational unit that made the recommendation.

(14) An employee can only be recommended for a local achievement reward once a year. No more than 20% of the total number of ongoing and fixed-term employees (not FTE) in a unit can receive a reward in any calendar year.

(15) Rewards are funded by the operational unit that made the recommendation.

(16) Details of approved local achievement rewards must be forwarded to the relevant Senior HR Partner who will ensure the reward is recorded on the employee's Content Manager (TRIM) personnel file.

## **Section 5 - Guidelines**

(17) Examples of gift vouchers that may be issued as part of a local achievement reward include a gift voucher for two movie tickets, a gift voucher for books to the value of \$75, a gift voucher for theatre tickets to the value of \$90, or a shopping voucher to the value of \$60.

(18) The Accountant, Tax and Insurance can provide further information on the payment of FBT.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st August 2024
<b>Review Date</b>	25th September 2024
<b>Approval Authority</b>	Director, Governance Services
<b>Approval Date</b>	1st August 2024
<b>Expiry Date</b>	Not Applicable
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## Glossary Terms and Definitions

**"Content Manager (TRIM)"** - The University's Electronic Document and Records Management System (EDRMS).