

1. Introduction

Federation University Australia (Federation University) recognises the contribution, productivity, loyalty and commitment of staff members through its reward and recognition programs, of which Service Milestone Awards are part thereof.

2. Purpose of Awards

The purpose of the Service Milestone Awards is to recognise members of staff who have long and valued service at the University and/or its predecessors and continue to contribute to the achievement of the strategic objectives and priorities of the University.

3. Eligibility

Full-time or part-time staff members who have been employed at Federation University Australia and/or its predecessors for a continuous period of 10, 20, 30 or 40 years may be eligible for an award.

A continuous period is defined as employment without breaks in contractual arrangements that exceed six months within a 12 month period e.g. leave without pay, but does not include leave without pay taken in conjunction with parental leave.

Casual/sessional employment is counted for continuous service where there is a break of no more than four months in a 12 month period.

4. Award Categories and Awards

Staff members who have been employed at Federation University for a continuous period of 10 years' service will be honoured with a milestone award which is inclusive of a personalised certificate and a branded gift card in appreciation of their service. This milestone award will be presented by the relevant Dean/Director in respective work area/s.

Staff members who have 20, 30 or 40 years of continuous service will be honoured with a milestone award including a personalised certificate and a branded gift card presented by the Vice-Chancellor at a nominated event in recognition of their service.

5. Review of award categories and awards

Federation University Australia reserves the right to review the award categories and awards as and when necessary. In addition, the University also reserves the right to withhold awards.