

## **STAFF SERVICE RECOGNITION PROGRAMME**

### **Fact Sheet**

#### **What is the 'Staff Service Recognition Programme'?**

The 'Staff Service Recognition Programme' has been designed to formally recognise the loyal service contributions of staff members of the Waikato District Health Board and its predecessors (Health Waikato Limited, Waikato Area Health Board, and Waikato Hospital Board) who have reached service milestones.

#### **Who qualifies for the 'Staff Service Recognition Programme'?**

Staff members who have service of 10, 15, 20, 25, 30, 35 and 40 plus years of continuing service with the Waikato DHB and its predecessors qualify for the staff service recognition programme. Service over 10 years is recognised in 5 yearly increments.

#### **What is continuing service?**

Continuing service is service with the Waikato DHB and its predecessors that has not been broken by periods of 3 months or more. Staff members who have resigned from the organisation and then restarted outside of this 3-month period will be deemed to have broken their service. Their service calculation will start from when they recommenced employment with the organisation.

Where a staff member has taken leave without pay (LWOP), this period of time will be deducted from total service e.g. 22 years service, 1 year LWOP, equals 21 years service for the purposes of this programme.

Staff members who have taken Parental Leave will not have this period of time deducted from their total service.

If we receive notification from you that your service has been broken by 3 months or more, we will write to you to confirm your length of qualifying service under the programme and to inform you when you will be invited to participate in the programme.

#### **What is the recognition given to staff members who qualify under the 'Staff Service Recognition Programme'?**

Qualifying staff members will be invited to attend a celebratory presentation as close to their service anniversary date as possible. Other qualifying staff members, the Chief Executive, members of the Board and members of the Executive will attend this event.

The presentations will be held on a six monthly basis, at Waikato Hospital and on an annual basis at the Rural Hospitals. All presentations are followed by a catered morning or afternoon tea.

All staff members will be given a congratulatory certificate. Staff members with qualifying service of 20 or more years will also be presented with a commemorative gift; which they choose from a range of options outlined on the staff service recognition response form.

If a staff member provides written consent, their name and length of qualifying service under this programme may be published in Waikato DHB publications such as the intranet, staff newsletter and the annual report.

**Waikato Hospital presentations for 2017:** due to the unavailability of the Auditorium facility in 2017, the presentations will be split up into two smaller groups. The first presentation will be celebrating **10 and 15 years** continuous service held on **Monday 10 July 2017** and the second presentation to **celebrate 20 years** continuous service and over will be held on **Wednesday 12 July 2017**. I apologise for the necessity for having to split the presentations at Waikato Hospital in 2017.

#### **Who to contact with regards to the 'Staff Service Recognition Programme'?**

Please contact Bernie McKeany by e-mailing [Bernie.McKeany@waikatodhb.health.nz](mailto:Bernie.McKeany@waikatodhb.health.nz).