

## Long Service Medal Policy

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<b>Approving authority</b>	Executive Group
<b>Approval date</b>	3 February 2016
<b>Advisor</b>	For advice on this policy contact <a href="#">Learning and Development</a> , Human Resources
<b>Next scheduled review</b>	2020
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Long%20Service%20Medal%20Policy.pdf">http://policies.griffith.edu.au/pdf/Long Service Medal Policy.pdf</a>
<b>TRIM document</b>	2017/0000352
<b>Description</b>	This policy describes how the University recognises the service of its staff members.

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### Related documents

[Code of Conduct](#)

[Procedures for Awarding a Long Service Medal](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Policy\]](#) [\[Recognising Service\]](#) [\[Delegation\]](#)

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## 1. INTRODUCTION

The University is committed to ensuring that the contributions of staff members to the University's activities are recognised and recorded.

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## 2. SCOPE

This policy applies to the awarding of a Long Service Medal to all staff members who have met the service requirements for the award.

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## 3. RECOGNISING SERVICE

The University will award a Long Service Medal in recognition of service by members of staff who have completed fifteen, twenty-five or thirty-five years continuous employment with the University. A staff member may qualify for the award of more than one medal.

The staff member will receive a letter from the Vice Chancellor and President recognising their service and a suitably engraved medal with the University's Emblem on one side and the words "For service - 15 years" and the recipient's name on the reverse. Corresponding medals will mark twenty-five or thirty-five years of service.

Medals will be in:

- Bronze - 15 years
- Silver - 25 years
- Gold - 35 years

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#### **4. DELEGATION**

Confirmation of eligibility for a Long Service Medal is the responsibility of the Director, Human Resources or designated staff in Human Resources.