HR17 - Rewards and recognition policy

#### Purpose

Living & Learning Nillumbik is committed to recognising and showing appreciation to its volunteers and life members for its community-strengthening work. The purpose of this policy is to establish clear and appropriate ways of applying recognition and reward to people who have given significant voluntary support to Living & Learning Nillumbik.

#### Scope

This policy applies to volunteers and life members of Living & Learning Nillumbik.

The policy includes Living & Learning Nillumbik courses and activities, with the exception of qualification and pre-accredited courses.

#### Definitions

**Volunteers** are people who offer their time and skills to support the work Living & Learning Nillumbik does to provide opportunities to share learn and connect.

**Life Members** are committee members, staff, volunteers, individual participants, and groups that have been recognised for their significant contributions to the organisation.

#### Policy

1. No monetary rewards or recognition will be used
2. **Free reward places**

Rewards may consist of free reward places in courses and activities

Places in courses, activities and events do not include any materials, which must be paid for separately.

**Procedure:**

* + 48 hours prior to a course or activity commencing, places will be made available for a volunteer or life member to take up as a free reward place (provided the course is not already full).
	+ Volunteers or life members can contact Program Coordinator’s within this 48-hour period to enquire about / take up a free reward place. Prior expressions of interest cannot be taken.
	+ If more than one volunteer or life member requests a free reward place in the same course, further reward places may be granted by the Program Coordinator at their discretion.
1. **MakerSpaces**

MakerSpace Coordinators are given a free place in their MakerSpace, as a reward, in exchange for performing their volunteer group coordination role.

1. **Certificates of appreciation and gifts**

Recognition may consist of certificates of appreciation and inexpensive gifts.

Certificates will be prepared using the approved Nillumbik Shire Council or Living & Learning Nillumbik volunteer, life membership or recognition certificate template.

Inexpensive gifts may be given in recognition of service, at the discretion of Program Coordinators and subject to Living & Learning Nillumbik Coordinator approval.

1. **Life membership**

Recognition may be by the awarding of Living & Learning Nillumbik Life Membership, which is to be implemented in accordance with the *Recognition of service* - *life membership policy.*

1. **Responsibilities**

Program Coordinators will authorise actions in relation to volunteers and Life Members.

The award of Life Membership is implemented in accordance with the *Recognition of service* - *life membership policy.*

##### Related policies

HR9 Recognition of service - life membership

##### Related documents

Life Membership Certificate template

##### Document details

|  |  |
| --- | --- |
| Document no. & Name: | HR17 - Rewards and recognition policy v2 |
| Quality Area: | Human Resources |
| Responsibility: | Living & Learning Nillumbik Coordinator |
| Author: | Living & Learning Nillumbik |
| Status: | APPROVED |
| Version: | v2 |
| Approved By: | Living & Learning Nillumbik Committee |
| Approval Date: | 26 October 2016 |
| Review Date: | November 2019 |