

Long Service Awards Policy



This policy applies to all Council employees. This policy provides a framework for Employee Recognition within the workplace. It defines the procedure for recognition of service and the roles and responsibilities to support its delivery. The Council ensures its Long Service Scheme is fair, equitable and transparent with the needs of employees at its heart.

Policy Title	Long Service Awards Policy
Policy Author	HR Team – PSPSL Limited
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Policy Review date	February 2028, or earlier if required
Policy Consultation	Trade Unions recognised by the Council Council Reader Panel Senior Leadership Team
Policy Sign-off	Head of Paid Service (at SHDC – in consultation with Portfolio Holder)

Introduction

The purpose of the scheme is to provide a means to recognise and celebrate employees service within the Council and wider South & East Lincolnshire Councils Partnership. The scheme aims to create a positive culture in recognising talent and continued commitment. The scheme aims to inspire everyone, ensuring employees feel valued, supported, and appreciated.

The Council is committed to attracting, developing and retaining the highest quality employees. In recognition of this, the council is committed to celebrate with those members of staff who have reached certain service 'milestones' by providing a system of awards for long service whilst in service.

Governing Legislation

- Equality Act 2010;

- Income Tax (earnings & pensions) Act 2003;
- HMRC guidance and best practice.

This policy will be applied fairly irrespective of the race, colour, religion or belief, nationality, age, social background, ethnic or national origin, sex, sexual orientation, disability, marital status/civil partnership, maternity/pregnancy or trade union membership of the employee concern, and includes:

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Scope of the Policy

The policy applies to all employees of the Council.

This policy does not apply to work experience students, agency staff, volunteers, and contractors.

This policy does not form part of an employee’s terms and conditions of employment and the Council reserves the right to remove or adapt the Policy at its discretion.

Employee’s responsibilities

- Employees are responsible for providing evidence of their continuous service where the system does not hold records that they agree with. Employees are responsible for logging into the awards provider website choosing their gift using the logins and instructions provided.

Manager’s responsibilities

- Ensuring employees are treated fairly, equitably and with respect.
- Acknowledging and thanking employees regularly for the contribution they make.
- Recognising the contribution of their employees and teams.
- Monitoring employee performance and providing appropriate development opportunities.
- Supporting the Council’s values and embedding them in everyday working lives.

- Notifying HR of an employee retiring through the designated channels.
- Supporting and encouraging the embedding of this policy to contribute to overall employee recognition.

Human Resources

- Ensuring the policy is followed in a fair and equitable manner.
- Monitoring the cost and effectiveness of the policy.
- HR will run quarterly reports to highlight those eligible for service awards.
- HR will share this information with the Chief Executive so correspondence can be issued to those employees achieving milestones.
- HR will maintain an up-to-date list of employees who have received long service awards to ensure HM Revenues and Customs (HMRC) compliance.

Give ‘thanks’

The Council encourages an environment whereby recognition and praise is readily given in response to achievements and success. Motivation should be intrinsic and not solely for reward. Appreciation for continued hard work, effort and dedication is actively encouraged and this should be applied throughout all tiers of the organisation. Creating this culture and aligning with our corporate vision ensures our employees sit at the heart of all we do.

Employee Long Service Award

It is important the Council recognises the loyalty of its employees through their service to this Council and those in the Partnership.

The Council recognises the service of its employees through the following Awards, the awards will be issued through an online portal provider and goods to the equivalent value will be available to purchase:

- 10 years’ service Certificate
- 20 years’ service £200 points value
- 30 years’ service £300 points value
- 40 years’ service £400 points value
- 50 years’ service £500 point value

Eligibility

All 3 council employees will be entitled to a service award providing they meet the following criteria:

They have worked continuously, employed without breaks in one of the Partnership councils when reaching the milestone outlined above.

Long Service and PSPSL - At the point an individual meets the qualifying continuous service, whilst employed by one of the partnership councils, which may include service with PSPS (a wholly owned company of the councils') provided the employment is continuous this would count as service under this policy.

The points are awarded in the form of items purchased from the Council's approved supplier. HR will review awards on a quarterly basis and a letter will be issued from the Chief Executive in recognition of this.

Retirement Award

Employees who reach the normal retirement age (or over) with the appropriate qualifying service, who retire from the Council will receive an award to be given in the form of points to the value of £500 which can be used to purchase items from the Council's approved supplier. The qualifying service is those employees with accrued 10 years' service or more.

If an employee chooses to continue in employment beyond normal retirement age, the award will be given on the actual date of retirement.

The Chief Executive will write to the employee concerned thanking them for their service to the Council and community.

Procedure for obtaining an Award.

On a quarterly basis, HR submit a report to the Reward provider advising of those employees who have accrued continuous service of either 10 years, 20 years, 30 years, or 40 years, or the Retirement Award.

Upon receiving notification, the Reward provider will write directly to each employee who has accrued continuous service or who is retiring. The letter will include the reason for the reward, the monetary/points value that will be attached to the award and instructions on how to redeem the award.

The points awarded must be spent within a six-month period. Beyond this, points not spent may be forfeited.