

Policy

Long service awards scheme

Status of policy

Last updated February 2013

Scope

1.0 Long service awards were introduced in 2002 as a means of recognition and appreciation of loyalty and commitment to the County Council. This policy and procedure applies to **all** 'centrally employed' staff of the County Council. The scheme was updated as part of the 2007 pay and reward agreement then revised with the changes agreed to terms and conditions in April 2011. The policy does not apply to staff employed in schools unless individual schools opt in to the scheme. The staff of Academy, Aided and Foundation schools are excluded as NYCC is not the employer of these staff.

Eligibility

2.0 All 'centrally employed' NYCC staff will be eligible, based on continuous NYCC service. This excludes casual and relief staff (who do not have long term continuous service) and also excludes service with other local authorities.

Length of service	Letter of recognition	Invitation to attend a presentation ceremony	Certificate presentation
15 years	✓	NA	NA
20 years	✓	N/A	✓
25 years	✓	With the NYCC Chief Executive and Chairman	✓
30 years	✓	With the NYCC Chief Executive and Chairman	✓
40 years	✓	With the NYCC Chief Executive and Chairman	✓

2.1 Service for employees transferred out of NYCC under TUPE regulations who then rejoin NYCC on an individual basis within five years (without a break in service) will count as continuous service.

2.2 Authorised unpaid extended leave and career breaks will not interrupt service but the length of such leave will be excluded from the calculation of time served.

Funding the scheme

3.0 From April 2011 vouchers will no longer be issued for long service awards.

3.1 If schools wish to continue issuing vouchers these will be sourced and paid for directly with the voucher provider by the school.

3.2 Where locally managed schools do not participate in the County Council scheme, those employees may be covered by a different scheme, or by no scheme at all.

3.3 The cost of presentations and certificates will be borne centrally by the people strategy budget.

Administration

4.1 The employment support service will:

- Produce a report of employees reaching 15, 20, 25, 30 and 40 years of service prior to the beginning of each financial year, and check accuracy of length of service.
- Liaise with schools regarding the administration of the process.
- For 20 years service, prepare certificates and provide these to the director's office for them to issue directly and/or send out with a personalised letter. This enables each directorate to personally present the certificate and/or post it with an accompanying letter.
- Produce letters to individuals who have achieved 15, 25, 30 and 40 years service which will be sent out by email.
- For employees achieving 25, 30 and 40 years service their letter will include an invitation to attend a presentation ceremony by the chief executive and the chairman of the County Council.
- Arrange the central ceremonies for employees achieving 25, 30 and 40 years service. This will include: confirming the availability of the chief executive, the chairman of the County Council and a photographer; booking all rooms and catering; producing long service award certificates.
- For employees who do not wish to attend a ceremony, certificates will be posted to them directly.

Source URL: <http://nyccintranet/node/1733>

Links

[1] <http://nyccintranet/node/1733>