

Long Service Awards

INTRODUCTION

This policy confirms the University's approach to the acknowledgement of long service.

LEGISLATION

There is no legislation that requires the University to recognise long service, but the University must comply with relevant tax and reporting rules, which may change from time to time. The University reserves the right to modify this policy and/or the accompanying process to remain compliant.

UNIVERSITY POLICY

University policy is to acknowledge continuous long service by providing a long service award, consisting of a commemorative card and a gift, at employees' 20 year and 30 year service anniversaries.

Long service cards and gifts are procured centrally. The employing faculty or department is responsible for funding and distributing awards.

The employing faculty or department may wish to present long service awards as part of a celebratory event. Where this is the case, due consideration should be given to the award recipient's needs and wishes.

No further University-funded gifts should be provided (unless advice is sought from HR). This does not preclude a private and personal collection from colleagues.

This policy replaces all previous University long service awards arrangements.

RESPONSIBILITIES

HR Reward Team

- ✓ To report on employees approaching long service anniversaries and provide this information to the employing faculty or department in a timely manner.
- ✓ To procure long service cards and gifts, and ensure sufficient supply of both.

Long Service Awards

Employing Faculty or Department

- ✓ To fund long service awards and arrange for their distribution, giving due consideration to the award recipient's needs and wishes.

Human Resources

- ✓ To keep this policy up to date.

VERSION CONTROL

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