



Melton  
Borough  
Council

## Long Service Award Scheme

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Version No	Version Date	Author	Summary of Changes
1.0	March 2016	Angela Tebbutt	Amendment to existing scheme
1.2	Sept 2015	Chris Morris	Review of scheme
1.3	Sept 2016	Sarah-Jane O'Connor	Change scheme to reward existing employees and remove "Golden Handshake"

### Approvals

Name	Title	Date of Approval	Version No
Sarah-Jane O'Connor	Management Team & JSWG	August 2016	1.3

### Distribution

Title	Date of Issue	Version No



## Long Service Award Scheme

### **1.0 Introduction**

- 1.1 Melton Borough Council (MBC) appreciates the invaluable contribution made by all employees and wishes to encourage and reward loyalty, motivation and experience.
- 1.2 The purpose of this scheme is to set out how MBC recognises service and commitment to it. It applies irrespective of role, grade and full- or part-time status.
- 1.3 An employee will not be entitled to receive a long-service award if he/she or the Council has served notice of termination and/or his/her service-anniversary date falls during his/her notice period.
- 1.4 The scheme does not form part of employees' contracts of employment.

### **2.0 Reward and recognition**

- 2.1 The Council grants rewards in the following circumstances:

#### **2.1.1 Additional Annual Leave**

Employees with five years' continuous Local Government Service will be given a one off award of an additional five day's holiday.

#### **2.1.2 Gift Vouchers and recognition**

Employees will be eligible to receive a gift voucher for a retailer of his/her choice, on attaining a prescribed number of years' service with MBC. The following table specifies the gift voucher value depending on the number of years' completed service:

Number of years' service	Value of gift voucher and recognition
10	£50 voucher for retailer of choice. A thank you card from the Head of Service and an article in the Corporate Messenger
20	£100 voucher for retailer of choice. A thank you card from the Chief Executive and an article in the Corporate Messenger
30	£200 voucher for retailer of choice. A thank you card from the Chief Executive, Certificate from the Mayor and an article in the Corporate Messenger
40	A celebration reflective of the individual and vouchers to the value of £300 – certificate and presentation from the Mayor or Leader as appropriate.

### **3.0 Continuity of service**

- 3.1 The number of years' service will be calculated from the commencement of employment with MBC, with the exception of calculating length of service for annual leave when local government continuous service will be used.
- 3.2 When calculating an employee's number of years' service, the Council will include periods during which the employee has spent on long term sick, maternity, paternity, adoption and parental leave. If an employee was dismissed following a disciplinary procedure, appealed the decision to dismiss him/her and was reinstated, his/her continuity of service will be preserved for the purpose of this policy.
- 3.3 If an employee leaves employment for whatever reason and is later re-employed at a later date, continuity of service is not preserved for the purpose of this scheme, unless the break in service is less than one week. Service will be calculated from the employee's number of years' service from the date on which his/her new employment commenced.

### **4.0 Procedure**

- 4.1 Where an employee is eligible to receive a long-service award, Human Resources will contact the employee's line manager. The employee's line manager will send him/her notification informing the employee that he/she is entitled to receive an award and containing the details of the award.