



Serving the community

# Blaby Parish Council

## **EMPLOYMENT POLICY 16 – LONG SERVICE AWARDS**

### Policy statement:

Blaby Parish Council recognises and values the contribution of all its employees, and specifically recognises that the loyalty, commitment and high level of skill brought by individuals is a key factor in the Council's successes. In recognition of this Blaby Parish Council is committed to celebrating those staff who have reached certain service 'milestones' by providing a system of awards for long service.

### Scope

All employees who have reached the service 'milestones'.

### Policy outcomes

The aims of the policy are to:

- Provide clear guidance and instruction to the Manager and Chairman as to the nature and scope of the Long Service Awards
- Celebrate the achievements of employees

### Eligibility 15, 20 - and 30-years award

Employees who have completed 15 years of service (cumulative) for Blaby Parish Council will be eligible to receive a Long Service Award. Staff employed on part-time employment will be eligible on the same terms as staff employed on full time contracts.

Staff who have reached 20 and 30 years of service (cumulative) will be able to receive a further award as set out in this policy.

### Recognition and Reward

Employees will be recognised and rewarded by Blaby Parish Council for their contributions to the community upon reaching the qualifying period by being presented with a gift and a voucher of acknowledgment. The certificate and voucher will be presented by the Chairman of Council at a meeting of the Parish Council to personally congratulate the employee for their contribution.

The award for 15, 20 - and 30-years' service was decided by the Staff, Policy & Finance Committee in September 2020 and approved by the Full Council in October 2020 (Minute Ref: 1293a)). The resolution included the provision to increase the original award on annual basis subject to HMRC guidance.

The value of the award for 15 years' service in September 2020 is a £50.00 voucher.  
The value of the award for 20 years' service in September 2020 is a £50.00 voucher.  
The value of the award for 30 years' service in September 2020 is a £50.00 voucher.

### Exemptions

Blaby Parish Council has the discretion to withhold or postpone a Long Service Award for employees who are currently engaged in formal HR process and proceedings, including Sickness Absence, Disciplinary, Fraud, Capability and Performance.

### Appeal

The right to appeal exists for staff who have been subject to their award being withheld or postponed for reasons listed above. Employees are to submit their appeal in writing and all appeals will be considered by the Manager the Council and the Chairman.

### Equality

In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.

Adopted – 13<sup>th</sup> October 2020