

## **LONG SERVICE RECOGNITION POLICY**

### **INTRODUCTION**

Tayside Contracts wishes to formally recognise the contribution of long serving employees to the organisation. Long Service Awards and leaving gifts will therefore be issued to employees with extended service to acknowledge their commitment to Tayside Contracts.

### **SCOPE OF POLICY**

This policy applies to any Tayside Contracts employee who has continuous service of over 20 years with Tayside Contracts and its predecessors and to any employee whose employment has transferred to Tayside Contracts.

### **ELIGIBILITY FOR AWARDS/GIFTS**

#### **Long Service Award**

Tayside Contracts employees who achieve 25 or 40 years continuous service with Tayside Contracts will be eligible for a Long Service Award.

#### **Leaving Gifts**

Any Tayside Contracts employee who resigns having achieved 20 or more year's continuous service with Tayside Contracts will be eligible for a leaving gift.

**Note 1:** If an employee resigns in the calendar year they achieve 20 years service they remain eligible for their leaving gift.

**Note 2:** If an employee leaves the employment of Tayside Contracts in the calendar year they achieve 25 or 40 year's service, but prior to the awards ceremony, they will still be entitled to receive the full value of their Long Service Award in addition to their leaving gift.

### **AWARDS CEREMONY**

An awards ceremony will be held every two years, subject to sufficient numbers of employees achieving extended service. If there is an insufficient number of employees achieving extended service the ceremony will be delayed until the following year.

The ceremony will consist of an afternoon reception hosted by Tayside Contracts, where the eligible employees will be presented with their award and a certificate in celebration and appreciation of their length of service.

### **AWARDS/GIFT VALUE**

- Employees who resign with 20 or more year's service are eligible to receive a gift voucher of £100 for national/local retailers.

- Employees who achieve 25 years service are eligible to receive a gift voucher to the value of £100 for national/local retails.
- Employees who achieve 40 years service are eligible to receive a gift voucher to the value of £250 for national/local retails.

## **POLICY VIOLATIONS**

Failure to comply with this policy may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

## **RELATED POLICIES**

The Long Service Recognition Policy links to the following policies, which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Early Retiral and Voluntary Redundancy Policy
- Flexible Retirement Policy
- Redundancy Policy

The above list is not exhaustive.

## **POLICY REVIEW**

The Long Service Recognition Policy will be reviewed at three yearly intervals, or as required by legislative changes.

## **GENERAL DATA PROTECTION REGULATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**