

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 and additional long service leave will be attributed 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 10 years with Tayside Contracts and its predecessors and to any employee whose employment has transferred to Tayside Contracts since 2014.

ELIGIBILITY FOR AWARDS/GIFTS/LEAVE

All long service entitlements are based on an employee's start date with Tayside Contracts or our predecessor organisations for those employees who transferred from Tayside Regional Council in 1996 or Dundee Corporation etc in 1975. The service must be continuous. No other previous local authority service (whether continuous or reckonable) counts for entitlement to long service leave, long service awards or leaving gifts.

For anyone who transferred/transfers to Tayside Contracts from 1 January 2014 onwards, their continuous service with their previous local authority employer will count towards their Tayside Contracts service.

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.

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

An awards ceremony will be held annually or 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. Employees who attend the event will be entitled to a paid day off work to do so.

If an employee leaves the employment of Tayside Contracts having achieved 25 or 40 years' 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.

LEAVING GIFT

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.

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

LONG SERVICE LEAVE

Tayside Contracts employees who achieve 10, 20 or 30 year's service with Tayside Contracts are eligible for additional annual leave. Eligible employee's will have their entitlement to additional leave applied in the leave year when their 10, 20 or 30 year's Tayside Contracts service is achieved.

- Employees with 10 year's service are entitled to 1 additional leave day.
- Employees with 20 year's service are entitled to a further 2 additional leave days (3 days long service leave, per year, in total).
- Employees with 30 year's service are entitled to a further 2 additional leave days (5 days long service leave, per year, in total).

POLICY VIOLATIONS

Failure to comply with this, or any other employment 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
- Annual Leave and Public Holiday Policy

The above list is not exhaustive.

CONSULTATION

Tayside Contracts' recognised Trade Unions have been fully consulted on this employment policy.

POLICY REVIEW

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

DATA PROTECTION LEGISLATION

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

If you would like this document translated into another language or in another format such as audio or large print then please contact the Equalities and Communications Section on 01382 834165 or communications@tayside-contracts.co.uk