

Long Service Awards Policy and Procedure

1.0 Scope

The Long Service Awards Policy and Procedure applies to employees who have reached 25 years' of continuous service with Lancaster City Council.

2.0 Awards

Lancaster City Council recognises employee long service to the organisation through this policy. Recognition comes in two forms:

2.1. Employees will be awarded a gift of £150.00 of high street vouchers (multi-retailer gift) upon attainment of 25 years' continuous service with Lancaster City Council.

2.2. Employees will be invited to a Celebrating Success event (the nearest one to their 25 year anniversary), where they will be formally presented with a Long Service Award Certificate. Celebrating Success events will normally take place in the last quarter of the calendar year.

3.0 Procedure

Prior to the employee achieving 25 years' continuous service, HR will make contact with the employee to arrange for them to receive their award of high street vouchers to the value of £150.00.

The employee will also be invited by HR to attend the nearest Celebrating Success event to their 25 year anniversary. This is an optional event for the employee to attend and may be prior to or after their 25 year anniversary date. The Celebrating Success events provide Lancaster City Council an opportunity to formally recognise and celebrate the commitment that employees have shown to the organisation. Regardless of whether the employee chooses to attend the event, they will still receive a Long Service Award Certificate to recognise their commitment.

Document Control:

Version No.	Effective date	Reason	Review due
1.0	1990	New Policy	
2.0	TBC	Revised Policy agreed Personnel Committee	2 years from effective date