

## Long service awards policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

### **Who does it apply to?**

This policy applies to all Wiltshire Council employees, with the exception of those on TUPE terms and conditions, and teaching and non-teaching staff employed in maintained schools or academies.

### **What are the main points?**

1. All Wiltshire Council employees who have completed 25 years' service are entitled to an award of £250 in voucher form.
2. All Wiltshire Council employees who have completed 15, 20, or 25 years' service will receive a certificate of recognition and a badge.

### **Former district council employees**

3. For employees who TUPE transferred to Wiltshire Council from a former district council as part of the unitary merger in April 2009, and subsequently moved onto Wiltshire Council terms and conditions, any previous service with that district will count for the purposes of long service awards.
4. For former district council employees who joined Wiltshire County Council of their own accord prior to the unitary merger, service with their previous authority will not be counted.

### **Calculation of service**

5. Service must be exclusively with Wiltshire Council (or as set out in paragraphs 3-4). Service with other employers, whether public or private, will not count.
6. A break in service will not disqualify a person for an award. Service may be aggregated. This does not include resignation and re-employment.
7. Part-time employees qualify irrespective of the number of hours worked. Variable hours contracts are quite common, and the intention of the scheme is to reward

anyone who has served the council for a prolonged period with an appropriate award.

8. Employees with multiple posts at Wiltshire Council will not receive a long service award for multiple posts.
9. Where an employee has multiple posts with different start dates, the employee will receive a long service award on achieving the milestone in their first post. If they later achieve a long service milestone in their other posts, they will not receive an additional long service award for these.
10. Where an employee has multiple posts with the same start date, the employee will receive a long service award only once.

### **Administration and finance**

11. Each individual service area is responsible for the administration of the scheme. For the sake of fairness, no service area may opt out, nor should any service area introduce a scheme superior to the standard scheme.
12. Awards will be funded by a corporate pot, paid into by all directorates, which will be used to fund all costs relating to employee recognition, including the annual Winners of Wiltshire (WOW) awards ceremony.
13. Employees that are eligible for a long service award or certificate of recognition and badge will be identified to line managers by HR Payroll and provided with a prompt to purchase the vouchers or issue the certificate.
14. In recognition of 15 or 20 years' service, managers will need to arrange for the certificate of recognition and badge to be presented to the employee by their Director or Corporate Director as appropriate, within an in-service forum. In recognition of 25 years' service, the certificate of recognition and badge will be presented to the employee by the Chief Executive at the annual WOW awards ceremony. The template certificate is available on HR Direct.
15. In recognition of 25 years' service, managers will need to order vouchers for the value of £250. These vouchers must be ordered online through Wiltshire Rewards. A purchase order must be raised before the order is placed; to do this, please email [ProcurementUnit@wiltshire.gov.uk](mailto:ProcurementUnit@wiltshire.gov.uk), and provide the service's cost code. Once the order has been completed on Wiltshire Rewards, managers should send invoices to the Strategic Procurement team at [BSAccountsPayable@wiltshire.gov.uk](mailto:BSAccountsPayable@wiltshire.gov.uk).

16. A flowchart detailing the order process is available at appendix A. In the event of any issues with the platform, managers can liaise with the HR Strategy and Insight team via [policyandreward@wiltshire.gov.uk](mailto:policyandreward@wiltshire.gov.uk) or contact Wiltshire Rewards support team directly via the Support tab on Wiltshire Rewards: [Help & Support | Wiltshire Rewards \(rewardgateway.co.uk\)](#).

### **Liability to tax**

17. An award in the form of a tangible asset (or voucher) creates no liability providing the value of the award does not exceed £50 for each year of service and there has been no other similar award made to the individual within 10 years. Any reward received above this amount will be subject to tax and national insurance.
18. An award paid in cash is liable to deductions for income tax and national insurance.