

Progressive
employer

**Long Service Awards
June 2007**



INVESTOR IN PEOPLE



Long Service Awards

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1. Policy

The council wishes to reward the commitment and loyalty of employees who have achieved long service with the organisation and to ensure the retention of these employees. The council's recognised trade unions support this policy. The awards will be as follows:

- 20 years service – certificate and engraved goblet
- 25 years service – certificate, vouchers from John Lewis to the value of £250 and an engraved goblet
- 30 years service – certificate, vouchers from John Lewis to the value of £50 and engraved clock
- 40 years service – certificate, vouchers from John Lewis to the value of £100 and engraved decanter

2. Procedure

1. POD to inform SUH of anniversary, event and award
2. SUH to inform employee.
3. POD to arrange award ceremony
4. POD to send an invitation to employee and guests stating where the presentation will take place
5. POD to arrange for relevant SUH and members of Management Team to attend
6. POD to arrange certificates, invites, buying awards, vouchers etc