



LONG SERVICE AWARD POLICY

Rationale

- 1.1 The purpose of this guidance is to set out the rules and process for the long service awards for employees of the school.
- 1.2 The school recognises the value of long service and are proud of the commitment of staff who choose to dedicate their career to the school. To acknowledge this the school proposes to recognise intervals of service with either a letter from the Headteacher and / or an award of retain vouchers.

Scope

- 1.3 Only service with Liverpool City Council, or service recognised as continuous following transfer under the TUPE Regulations, is recognised. Service from any other public sector body, including other local authorities, is not included.
- 1.4 These arrangements are effective from the date of approval at the end of the document and do not apply to any employee whose service reached the specified levels prior to that date.

Recognition

- 1.5 At the following intervals a letter of thanks and acknowledgement will be sent to the employee by the Headteacher:
 - 5 years
 - 10 years
 - 15 years
 - 20 years
 - 30 years
 - 35 years
 - 45 years
- 1.6 At 20 years' service an award of £150 of retail vouchers will be awarded along with a letter of thanks and acknowledgement from the Headteacher.
- 1.7 At 40 years' service an award of £250 of retail vouchers will be awarded along with a letter of thanks and acknowledgement from the Headteacher.

Process

- 1.8 HR will monitor service dates of employees and will notify the Headteacher that a letter is due.
- 1.9 Where retail vouchers are to be awarded, HR will liaise with the employee and arrange purchase of vouchers from the employees preferred store.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school intranet and staff share
- communications with home such as Head's Weekly Newsletters

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Monitoring the effectiveness of the policy

Review of Procedure

This procedure shall be subject to periodic review and may be changed from time to time.

Management of policy

The Governors and Headteacher have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes.

Document Control

Version	Date	Action
Version 1	March 2018	Implementation
Reviewed	July 2019	No changes required
Reviewed	July 2021	No changes required