



Long Service Award Policy and Procedure

Version 2.4

<p>Important: This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Lisa Longstaff, Director of HR and Governance</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Trust Board</p>
<p>Implementation Date:</p>	<p>February 2023</p>
<p>Review Date:</p>	<p>February 2025</p>
<p>Target Audience:</p>	<p>Staff</p>
<p>Related Documents: All Trust policies and procedures referred to are located on the trust website, www.theeducationalliance.org.uk. If English is not your first language, and you require assistance/translation, please contact the HR Department. This policy has been equality impact assessed.</p>	

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POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

1. PURPOSE

The Education Alliance aims to acknowledge long service, providing staff with recognition and thanks for their continued support and commitment to the organisation.

2. ROLES AND RESPONSIBILITIES

The **Trust Board** is responsible for approving this policy.

Headteachers are responsible for ensuring that staff are treated fairly and consistently in the application of this policy.

The **Human Resources Department** is responsible for ensuring that this policy is applied fairly and consistently.

Managers and staff with supervisory or leadership responsibilities must ensure they implement this policy fairly and equitably, seeking guidance, clarification and support as and when required.

All **employees** must adhere to the requirements of this policy and procedure.

3. EQUALITY AND DIVERSITY

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

This policy and procedure applies equitably to all staff when the long service award criteria is met.

4. ELIGIBILITY

Employees who have 10 years' service in the trust or one of the trust schools will be eligible for a long service award.

In addition, those staff who have 20 years' service in the trust or one of the trust schools will be eligible for a long service award.

5. PROCEDURE

The Human Resources Department will notify the Headteacher and CEO of all employees that will meet the eligibility criteria on a yearly basis. This will normally be at the end of the school year.

Once an award has been approved, the Human Resources Department will contact the employee's line manager and the employee to arrange the processing and presentation of the award. The award

for 10 years is a certificate and letter of recognition and thanks from the Headteacher. The employee will also have the value of a school lunch added to their cashless account each working day for a month (normally September), which they can use for snacks or a lunch (this will expire after one month). The award for 20 years is a certificate, a letter of recognition and thanks from the CEO, and a gift with a value of up to £100.

6. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY AND PROCEDURE

Effectiveness and compliance of this policy and procedure will be monitored by the HR Department.

7. REVIEW

This policy and procedure will be reviewed within 2 years of the date of implementation.