



# Long Service Award Policy and Procedure

## Version 2.1

<b>Important:</b> 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.	
<b>Name and Title of Author:</b>	
<b>Name of Responsible Committee/Individual:</b>	Board of Trustees
<b>Implementation Date:</b>	January 2018
<b>Review Date:</b>	January 2020
<b>Target Audience:</b>	All Staff

## POLICY STATEMENT

The Trust's vision is seeking excellence through inspirational leadership, teamwork, innovation and challenge and we work to ensure that all of us achieve our best. Our values are:

- Working together for students
- Generating ideas and sharing outstanding practice
- Promoting independence and interdependence
- Encouraging questioning, feedback and challenge

The Trust has four guiding principles:

- Believe in the team
- Focus on learners to drive decisions
- Keep it simple, do it right
- See it, own it, make it happen

## 1. SCOPE

This policy applies to all staff employed by The Education Alliance.

## ROLES AND RESPONSIBILITIES

The **Trust Board** is responsible for approving this policy and the **Local Governing Bodies** are responsible for overseeing the implementation of this policy in their schools.

The **CEO** and **Heads of School** 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.

## 2. 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.

## 3. ELIGIBILITY

Employees who have 25 years' continuous service will be eligible for a long service award.

In addition, those staff who have 40 years' continuous service will be eligible for a long service award.

#### **4. PROCEDURE**

The Human Resources Department will notify the Head of School 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 make arrangements for processing and presenting the award. The award for 25 years' and 40 years' service will consist of a gift card to the value of £100 alongside a framed certificate and letter of recognition from the Head of School and CEO.

#### **5. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY**

Effectiveness and compliance of this Policy will be monitored by the HR Department. Local Governing Bodies will monitor the outcomes and impact of this policy on a regular basis in conjunction with local union secretaries.

#### **6. REVIEW**

This Policy will be reviewed within 2 years of the date of implementation.