



Long Service Award Policy and Procedure

Version 2.3

<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>Name of Responsible Committee/Individual:</p>	Trust Board
<p>Implementation Date:</p>	June 2020
<p>Review Date:</p>	June 2022
<p>Monitoring:</p>	This policy will be monitored and reviewed by the relevant body in conjunction with trade unions via the JCNC on an annual basis.
<p>Target Audience:</p>	Staff

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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 and the **Local Governing Bodies** are responsible for overseeing the implementation of this policy in their schools.

The **CEO** and **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.

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

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 trade unions via the JCNC.

7. REVIEW

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