



Long Service Award

Introduction

1. The purpose of this policy is to ensure the City of London Corporation rewards loyalty.
2. This policy ensures that employees are treated equally in receiving long service awards.
3. Long service awards are discretionary.

General Principles

4. Employees become eligible for long service awards after:-
 - 25 years continuous service with the City Corporation;
 - 30 years continuous service with eligible employers (employees who have received an award elsewhere will be ineligible);
 - Reaching the City Corporation normal retirement age, and would otherwise be eligible for the long service award in the following calendar year.Exceptions exist for qualified teachers in the City's three (independent) schools.
5. A long service awards lunch for all eligible employees will be organised by the Clerk to the Establishment Committee and is held twice a year.
6. Employees will only receive their long service award once they have attained the necessary service.
7. Departmental HR will inform, in writing, employees who are approaching eligibility for a long service award 3 months before the expected date; so that employees can give consideration to what they will choose as their award.
8. The award must take the form of a durable item(s) of a personal nature. The value of the long service award is set out within the [Allowances Section](#) (increases to the long service award will be based on changes to the Retail Price Index for consumer goods).



Section A12

9. The employee must confirm with their Chief Officer that the item is appropriate, before obtaining an invoice/quotation for the award from the seller. Employees must not purchase the awards themselves as this will attract tax and national insurance.
10. The cost of inscriptions will be included in the award sum.

Responsibilities

11. Departmental HR will:-
 - inform the Clerk to the Establishment Committee about employees who become eligible for long service awards;
 - provide further advice on any matter relating to long service awards, as required.
12. The Support Services section within the Town Clerk's will authorise payments of the long service awards.