

# Long Service Awards



This policy acknowledges and rewards staff for their commitment and loyalty to Westminster City Council.

## Who is entitled to a Long Service Award?

Employees who have been employed continuously with Westminster City Council for 20 and 40 years will receive a Long Service Award in the calendar year that they accrue the years' service. Continuous service with other local authorities will not count as this award recognises service within Westminster. Schools staff are not eligible for a Long Service Award but can be invited to the ceremony at the request of the Headteacher.

Employees completing the required service at any time during the calendar year will be eligible for an award in December of that year. People Services will write to eligible staff inviting them to attend the Long Service Awards ceremony.

## How will Long Service Awards be recognised within the council?

Employees will be invited to attend a Loyalty Award ceremony in December hosted by the Lord Mayor and attended by Chief Officers and Members.

They will be entitled to:

- bring one guest to this ceremony, and
- receive a certificate from the Lord Mayor and have a professional photograph taken of the occasion.

## What is the Long Service Award?

The Award comes in the form of a Loyalty Service certificate and a John Lewis gift voucher to the value of £500.

Recipients can choose to donate all or part of the gift voucher value to a charity of their choice.

## What are a manager's responsibilities?

Managers must provide a summary of employment details about any of their employees eligible for an award which will be used during the Long Service Award ceremony.

# What are an employee's responsibilities?

Employees must:

- confirm they are eligible and have not previously received an award
- confirm whether they wish to attend the Long Service Award ceremony and if so whether they wish to bring a guest
- confirm whether they wish to donate all or part of the gift voucher to a charity of their choice, and if so provide relevant details (name of the charity, amount to be donated, charity registration number).

## In This Topic

Who is entitled to a Long Service Award?

How will Long Service Awards be recognised within the council?

What is the Long Service Award?

What are a manager's responsibilities?

What are an employee's responsibilities?

Expenses, Pay and Benefits