



Washwood Heath
Multi Academy Trust

Long Service Award Policy

Prepared by:	Director of HR WHMAT in consultation with WHMAT HR, whole-school staff & colleagues
Applies to:	Relevant Employees at WHMAT Academies
Approved by:	Board of Trustees – 27.06.2018
Issued to WHMAT Academies for use:	09.07.2018
Annual review date:	24 months from ratification by Board of Trustees
Links to:	WHMAT Employee Code of Conduct
Version:	V5 19.06.2018

Legal Disclaimer – Copyright © 2018 Washwood Heath Multi Academy Trust

All rights reserved. Washwood Heath Multi-Academy Trust will allow use of this Policy by WHMAT staff, governors and board trustees for non-commercial and/or educational reasons only. Any use or re-use of this Policy & Procedure by third parties is expressly prohibited unless authorised by prior written agreement with Washwood Heath Multi Academy Trust, the copyright owner. Any permitted reproduction of the document should include the statement “Copyright © 2018 Washwood Heath Multi Academy Trust”. If any unauthorised acts are carried out in relation to this copyright work, a civil claim for damages may be made and/or criminal prosecution may result.

CONTENTS

1. Purpose	3
2. Scope	3
3. Eligibility	3
4. Procedure	3
5. Exemptions	4
6. Appeals	4
7. Data Protection	4
8. Policy Review & Monitoring	4
Appendix 1 – Long service award audit form	5
Appendix 2 – Letter inviting employee to long service award presentation	6
Appendix 3 - Letter confirming employee not eligible for long service award	7

1.0 Purpose

- 1.1 WHMAT's Board of Trustees recognises and values the contribution of all of its employees, and recognises that some of them have worked for Washwood Heath Multi Academy Trust (WHMAT), or its predecessors, for many years.
- 1.2 This aim of this policy is therefore to reward loyalty and commitment of employees due to long service of 25 years through a one-off gift up to the value of £150 and a personalised certificate, which could be received on retirement or whilst they are still employed. The award will be financed by WHMAT Head Office.

2.0 Scope

- 2.1 This policy applies to those employees with continuous service with WHMAT, or its predecessors, who have reached the service 'milestone' at 3.0 below, either whilst still employed, or on retirement from WHMAT.
- 2.2 Staff employed on fixed term contracts or part time employment will be eligible on the same terms as those employed on full time contracts.
- 2.3 The Long Service Award will not apply to contractors or agency staff.

3.0 Eligibility

Employees with 25 years' continuous service

- 3.1 Employees who have completed 25 years' continuous service with WHMAT or its predecessors, will be eligible to receive a one-off Long Service Award **up to the value of £150 and a personalised certificate**. This could be an employee who remains employed, or who has completed the service period on retirement from WHMAT.
- 3.2 All periods of service with a WHMAT academy will count towards qualifying service, provided that there have not been any breaks in service. An employee must have reached a full 25 years' service in order to be eligible for a Long Service Award. Part years' service will not be included.

Presentation of Long Service Award

- 3.3 The Long Service Award will be presented to the employee by the CEO, or another senior manager, during working hours. The aim is to personally congratulate the employee for their contribution and service to WHMAT. The employee will receive an invite in advance (see appendix 2).

4.0 Procedure

- 4.1 HR in each base academy are responsible for monitoring staff length of service data. If an employee is approaching the 25 years' continuous service milestone, HR will complete the audit form at Appendix 1 and ensure that it is countersigned by the Head of Academy (CEO for Head Office staff). A copy should then be emailed to the CEO's PA so that they can co-ordinate the purchase of a gift and set up the Long Service Award celebration (see letter at appendix 2).

5.0 Exemptions

5.1 WHMAT has the discretion to withhold or postpone a Long Service Award to an employee who meets the eligibility criteria at 3.0 in the following circumstances:

5.1.1 Employees who are currently engaged in formal HR processes, including Sickness Absence, Disciplinary, Capability, Grievance and/or Dignity at Work investigations; and/or

5.1.2 Employees who have been previously compensated for continuous or reckonable service i.e. Voluntary Redundancy Schemes or Mutually Agreed Resignation Schemes; and/or

5.1.3 Employees who have departed from WHMAT employment following a mutually agreed departure, or settlement agreement.

5.2 If, based on the circumstances, the CEO and/or HR believe that an exemption applies, the employee shall be notified in writing using the letter at appendix 3.

6.0 Appeals

6.1 A right of appeal exists for employees who have been subject to their award being withheld or postponed for the reasons listed at 5.0 above. Employees are to submit their appeal in writing to the head of academy (CEO for head office staff) within 10 days of receiving written confirmation from HR that they will not be eligible for a Long Service Award due to an exemption above, and the appeal will be heard by the CEO or another appropriate manager. The outcome of any appeal will be final.

7.0 Data Protection

7.1 WHMAT processes personal data in the course of operating this long-service award policy in accordance with its GDPR Compliant Data Protection Policy (www.washwoodmat.com). In particular, data collected when determining an individual's eligibility to receive a long-service award is held securely and accessed by, and disclosed to, individuals only for the purposes of making long-term service awards. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the WHMAT's Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under WHMAT's Disciplinary Procedure (www.washwoodmat.com).

8.0 Policy Review & Monitoring

8.1 This Policy will be reviewed by the Director of HR every 24 months, subject to consultation. The Director of HR will monitor usage & costs to WHMAT by maintaining a central log of awards given.

Appendix 2 – Letter Inviting Employee to Long Service Award Celebration



Dear [name]

Invite to Long Service Award Celebration

It has come to my attention that you are eligible for a Long Service Award in line with WHMAT's Long Service Award Policy.

This means that you are eligible for a gift up to the value of £150, plus a personalised certificate thanking you for your service with WHMAT to date.

The CEO or Deputy CEO [DELETE AS APPROPRIATE] would like to invite you to celebrate this milestone at [time] on [date] in [location] and to present you with this gift in recognition of your loyalty and commitment to date.

Kindly confirm your availability to attend with my PA by [date] on [contact details].

I look forward to seeing you soon.

Yours sincerely

Bev Mabey
CEO

Appendix 3 – Letter to employee confirming they are not eligible for long service award



Insert Academy Letterhead

Dear [Name]

Your application for a Long Service Award

HR recently informed me that you have reached the milestone of 25 years' continuous service in line with WHMAT's Long Service Award Policy.

Unfortunately, [either you have not yet met the required service milestone of 25 continuous service in line with the Policy] or [WHMAT has exercised its discretion not to award you with a Long Service Award on this occasion due to one of the exemptions at paragraph 5.0 of the Policy]. In particular, [summarise relevant exemption that applies].

WHMAT recognises your contribution to date and hopes that you will not be too disappointed on this occasion.

You have a right to appeal against this outcome by writing to me within 10 days of receiving this letter and stating what your grounds of appeal are.

Your appeal would be heard by the CEO, or another appropriate manager or WHMAT trustee as appropriate.

Yours sincerely

HR Manager or Head of Academy [delete as appropriate]

Encs. Long Service Award Policy