



Dudley
Clinical Commissioning Group

LONG SERVICE AWARD POLICY

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REVIEWERS

This document has been reviewed by:

| NAME | DATE | TITLE/RESPONSIBILITY | VERSION |
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| Steph Cartwright | 20 February 2014 | HR Lead | V1 |
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APPROVALS

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| Remuneration Committee | 20 March 2014 | V1 |
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N.B: the version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

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RELATED DOCUMENTS

These documents will provide additional information.

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1.0 Policy Overview

1.1 Purpose

- 1.1.1 Dudley CCG recognises and values the contribution of all its employees, and we recognise that many of our staff have worked in the wider NHS for many years and the loyalty, commitments and high level of skill brought by individuals is a key factor in our success. In recognition of these attributes Dudley CCG is committed to celebrate with those staff who have reached certain service 'milestones' by providing a system of awards for long service, achieved whilst in service with Dudley CCG.

2.0 Eligibility

- 2.1 Employees who have completed 25 years of service in the NHS in the previous calendar year will be eligible to receive a Long Service Award. Staff employed on fixed term contracts or part time employment will be eligible on the same terms as staff employed on full time contracts.
- 2.2 All periods of NHS employment will count towards qualifying service. This need not be continuous service, but must be reckonable taking any breaks in service into account.
- 2.3 For the calculation of when long service is awarded, only full year's complete service will be taken into account up to and including year 25. Part year's service will not be included. Therefore, an employee must have reached a full 25 year's service in order to be eligible for the Long Service Award.
- 2.4 In addition, the contribution of those staff who have worked in the NHS for 40 years will be specifically recognised.
- 2.5 The Long Service Award **will not** apply in the following circumstances:
- Non qualifying self-employment, i.e. Contractors
 - Agency staff
 - Bank staff
- 2.6 For staff employed within General Practice the CCG does recognise and celebrate long service on the same conditions however no monetary gift can be awarded to this group of staff as they are not employees of the CCG.
- 2.7 Each calendar year the CCG will ask for staff to nominate themselves for a long service should they meet the eligibility criteria.

3.0 Recognition and Reward

- 3.1 Employees will be recognised and rewarded by Dudley CCG for their contributions to the NHS upon reaching the qualifying period by being presented with a gift and a certificate of acknowledgment.
- 3.2 For General Practice employed staff, they will be recognised and rewarded by the CCG with a certificate of acknowledgement.
- 3.3 The certificate and gift will be presented by the Chief Accountable Officer or recognised senior management from Dudley CCG to personally congratulate the

employee for their contribution to the NHS. The award may be of monetary or non-monetary value of equal comparison, consistent with other Long Service Rewards.

4.0 Procedure

4.1 Employees are required to nominate themselves for their Long Service Reward and recognition on an annual basis and the CCG will circulate the form each year during the planning for the long service award ceremony.

4.2 Where possible the CCG will be responsible for checking the information about long service on the ESR system. The employee may be asked to provide additional records if records are inaccurate.

5.0 Exemptions

5.1 Dudley CCG have the discretion to withhold or postpone a Long Service Award to an employee on the following basis:

- Employees who are currently engaged in formal HR process and proceedings, including Sickness Absence, Disciplinary, Fraud, Capability and Performance
- Employees who have been previously compensated for continuous or reckonable service i.e. Voluntary Redundancy Schemes, Mutually Agreed Resignation Schemes (MARs)
- Employees subject to compromise agreements

6.0 Appeal

6.1 The right to appeal exists for staff who have been subject to their award being withheld or postponed for reasons listed above. Employees are to submit their appeal in writing and all appeals will be considered by a member of the senior management team.

7.0 Equality Statement

7.1 In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.