

Long Service Award

1. Introduction

This statement details the Highland Council's policy on long service awards which applies to all full and part-time staff.

2. Entitlement to Receive Award

The Highland Council will make a long service award to a member of staff, whether full or part-time who, at the date of retirement from the service of the Highland Council will have the requisite continuous service with the Highland Council, and its predecessor local authorities within the boundary of the Highland Council area. Service with associated public bodies or local authorities' outwith the Highland Council boundary will not count towards continuous service for the purpose of this scheme.

Long service awards will be made when a member of staff leaves the employment of the Highland Council with the requisite continuous service:-

- on reaching normal retiring from the service of Highland Council;
- where the Highland Council approves the retirement of a member of staff on the grounds of ill-health;
- where the Highland Council approves the retirement of a member of staff in the interests of the efficiency of the service;
- where the Highland Council approves the retirement of a member of staff on the grounds of redundancy.

3. Awards

Where a member of staff meets the qualification requirements as detailed in Section 2 and has the appropriate number of years of continuous service given below with the Highland Council and any of its predecessor authorities within the Highland Council area, then the following awards will be made:-

Service Gift Value

20 years to 29 years £200 (+VAT)

30 years to 39 years £300 (+VAT)

40 years and over £400 (+VAT)

50 years and over £500 (+VAT)

4. Conditions/Guidance

The following conditions are also applicable:

Awards must take the form of gifts. Gift tokens or vouchers should not be selected.

Services are responsible for initiating the long service award and contacting Business Support who will order the gift and administer the process.

The gift must be acquired by following these steps:

1. The gift must be purchased by the Council;
2. The invoice must be sent to the Council
3. The invoice must be paid by the Council

For the item to be regarded as a long service award it is compulsory that the above steps are complied with. It is not possible to offset the long service award value against a higher cost item.

The value of the gift can be **up to the award value** plus VAT e.g. an employee with 35 years' service would be entitled to a gift up to the value of £300 which overall would equate to £360 **including VAT** (based on 20% tax rate).