



Appendix 1

Long-service Awards and Retirement Gift Policy & Procedure

This Long-service and Retirement Gift Award Policy & Procedure applies to all workers of the City of Lincoln Council and is designed to recognise and show appreciation for long-service and employment given by employees.

This document aims to provide practical guidance to all employees and line managers as to the process involved together with clarity regarding the scheme eligibility criteria.

Any future revisions to the scheme will be subject to consultation with the appropriate Trade Unions prior to their implementation.

Original Policy Date: MARCH 2015
Revised January 2022

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Introduction of Long-Service Policy and Procedure

The Council considers that it is important to acknowledge and reward its long serving employees. This scheme recognises and shows appreciation for individuals with more than 20 years service completed, by way of an award , , chosen by the employee from a specific range of goods or vouchers.

Scope of this policy

This policy applies to all staff employed by the City of Lincoln Council.

1. Application of the policy & eligibility

1.1 Entitlement

All employees (subject to section 1.2 below) who have reached the following benchmarks in service with City of Lincoln Council from the 14th April 2014 will be entitled to the following benefit:

20 years service given - a gift of their choice to the value of £220.

30 years service given - a gift of their choice to the value of £330.

40 years service given - a gift of their choice to the value of £440.

50 years service given – a gift of their choice to the value of £550.

As the Council values the commitment and loyalty of all staff, the long-service award is applicable to all employees regardless of role undertaken or grade. This equally applies to part-time employees or those employed on fixed-term contracts who have remained with the Council longer term. Only service at the City of Lincoln Council will count towards long-service awards*.

***TUPE transferred employee:**

As an exception, where an employee TUPE transfers from another Local Authority the Council will use their continuous service date from when they started within Local Government for the purposes of both long service awards and retirement gifts.

(This will come into force from TBC date).

1.2 Exemptions

Employees will not be eligible to receive both a Long-service Gift and a Retirement Gift (see section 1.10) within a 6 month timeframe. Employees will receive the gift that they meet the criteria for first.

1.3 The Award

Upon reaching the respective milestone the employee will receive a personalised letter, together with their gift, on or near the date of their anniversary.

1.4 Long-service Award Procedure

Admin Departments will generate a report every month looking 3 months ahead and will contact the eligible employee directly. This is to allow time to organise the presentation and liaise with the employee concerned to choose their gift.

At this point it is incumbent upon the administration department and/or line manager to ascertain the choice of gift / voucher required, and prepare the accompanying letter . A suggested letter template is included in (Appendix A).

The employee is to be provided with the gift catalogue or pointed towards the gift website and advised of the amount they can spend. Gift vouchers cannot be exchanged for cash.

The employee will have a period of 6 months from their anniversary (start) date to select their gift. The line manager/admin department will advise the employee of these timescales, and if the employee fails to select a gift within this time period they will lose their entitlement for an award. In exceptional circumstance this time period can be extended by an assistant director.

Upon choosing their gift /voucher, the employee will advise their admin dept in order for the administration department to place the order for delivery to City Hall premises. (Please note, the order to delivery timescale is 3 weeks. The delivery cost of which will be picked up by the Council).

An invoice will be presented by the gift providing company and requires payment within 30 days. Each purchase will be subject to an additional VAT payment at current rates which will be picked up by the Council.

All invoices are to be directed to Admin Department for payment.

1.5 Gift Supplier / Vouchers

The selected supplier is Cottrill's. They offer over 2000 goods ranging from timepieces, jewellery, technological items, sport and leisure to home electrical, garden and DIY.

Alternatively, staff can choose vouchers available from Cottrill's. Selections are viewed via a catalogue or online.

Values of goods are priced in points. Each point is valued at 10 pence. Therefore an individual with an allowance of £110 to spend could choose from goods valued at 1100 points.

Employees can elect to 'top-up' their selection by adding their own financial contribution to the purchase. In these instances employees should liaise with their Admin Department regarding collection of the additional funds required to make the purchase.

Contact Details for Cottrill's:

The Picturedrome,
Chestergate,
Macclesfield,
Cheshire,
SK11 6DU

Tel 01625 619090
reward@cottrills.com

Vouchers:

An employee may request gift vouchers to the value of their award – If an employee wishes to request gift vouchers, they should contact their admin team who will arrange for the vouchers to be ordered accordingly.

1.6 Impact of Poor Performance on the Scheme

An individual's long-service and contribution to the Council should not be eclipsed by any recent misdemeanour or capability issues. Nevertheless, in circumstances where an employee has current disciplinary sanctions against them which could constitute gross misconduct and thus could result in dismissal, or is under the warning of a dismissal, it could be deemed contradictory to reward long-service. Under these circumstances the award should be withheld until any disciplinary issues are finalised via internal disciplinary and appeal procedures. If an employee is ultimately dismissed for gross misconduct, he/she will forfeit any entitlement to this long-service award.

1.7 Taxation Implications

Awards to mark long-service of 20 years not made in cash are classed as entirely exempt from National Insurance and PAYE contributions in the following circumstances:

- No other long-service award has been made to the employee within the previous 10 years.
- It is worth no more than £50 for each year of service given.

Awards not made in cash for less than 20 years service or where a previous award has been made during the last 10 years, are treated differently and there may be a National Insurance and PAYE contribution payable depending on employee salary level. The City of Lincoln Council will cover this cost.

In all instances of awards Payroll must be advised for recording purposes.

1.8 Legal Implications

This policy complies with The Employment Equality (Age) Regulations 2006 as the award is designed to encourage and reward loyalty through the presentation of a staff benefit. The policy has been instigated following feedback from staff review groups, employee surveys and Trade Union consultation.

1.9 Retirement Gift Policy and Procedure

Due to the removal of The Default Retirement Age, it is now difficult to track those who leave Council employment with the sole intention of retirement. However the organisation wishes to acknowledge this service, wherever it is apparent that this is the case.

A retirement gift will be presented to employees who have completed a minimum of 20 years continuous service with the City of Lincoln Council **and** who are either:

- Taking retirement at age 55 and above
 - Taking redundancy at age 55 and above
 - Taking ill health retirement at any age
- and**
- Have not received a long-service gift in the last 6 months before their leaving date.

When a line manager becomes aware of these instances they are requested to highlight it on the termination form and The Payroll Officer will liaise with their Admin Department who will provide the employee their options. The process will then follow as detailed in section 1.4 above. The gift will be to the value of £11 for every complete year of continuous service with the City of Lincoln Council.

As outlined within section 1.1 – As an exception, where an employee TUPE transfers from another Local Authority the Council will use their continuous service date from when they started within Local Government for the purposes of both long service awards and retirement gifts.

A summary of the process for this scheme can be found within the Long-service Award flow chart Appendix B. For advice and guidance regarding this policy please contact The HR Department.

Decision Making Process:-

JCC – 24 March 2015

Executive – 30 April 2015

Agreed by CT and the Leader 13 May 2015

CMT and the Leadership agreed that back dating of the award scheme will take place for all employees who as of 14 April 2014, had reached one of the milestones set out in this policy.

Amendment to policy to clarify eligibility for continue service.

Amendment to policy to insert timescales to claim award – agreed with Trade Unions – October 2017.

Amendment to policy re TUPE transferred employees (2022)

Appendix A

Dear [INSERT]

LONG-SERVICE BENEFIT AWARD/RETIREMENT GIFT

I am pleased to inform you that you have completed [insert time] years of service as of [insert date] and I would like to take this opportunity to place on record my gratitude on behalf of the City of Lincoln Council in recognition of your valued contribution and long-service.

By way of acknowledgement for this achievement, and in line with the long-service award policy, you are entitled to a benefit to the value of [insert details]

I thank you for the commitment you have given during the last [insert time] and your help and invaluable support towards the achievement of the organisation's Strategic Objectives.

Please accept this gift of a [insert] as a token of mine and the Council's appreciation for the long-service you have given.

With kindest regards.

Yours etc

Appendix B

Long-service Award Scheme – Process Flow Chart

Admin Dept runs monthly report to identify employees reaching 10,20,30,40 years service within the following 3 months time frame. Line Manager notifies Admin Team if employee is leaving through retirement and has met the eligibility criteria.

Admin advises employee's line manager regarding impending work anniversary in order that employee can be advised about the amount they can spend and process for the award. Gift catalogue or gift company website details provided.

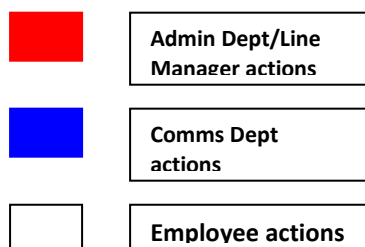
Admin/Line Manager/Employee decides and arranges who will undertake the presentation and prepares presentation letter, utilising template Appendix B

Employee selects gift and advises admin dept. If employee chooses gift in excess of award amount they liaise with admin dept to arrange for collection of additional payment from employee.

Admin Dept orders gift for delivery to council premises ensuring 3 week delivery timescale is within timescale of presentation date. Line Manager finalises details of presentation and ensures letter is signed. Admin ensures invoice for gift is paid when due and advises payroll for taxation purposes.

Line Manager gains employee's permission to recognise the long service through Roll of Honour. Presentation is made.

Communications ensure that details of the award are published where permission is given from the employee.



Appendix C

Frequently Asked Questions in relation to the Long-Service Policy

1. When will I be entitled to receive an award?

The scheme has been set up to reward any employee who has reached the milestones of 20, 30, 40, and 50 years service with the City of Lincoln Council.

2. I reached one of those milestones recently, will the scheme be backdated?

The scheme will be backdated to 14 April 2014 and will reward staff reaching the quoted length of service from that date onwards.

3. Are there any Tax or National Insurance implications for employees receiving an award?

Yes. Due to the current regulations certain employees may be liable for these payments but the City of Lincoln Council has made arrangements to cover this on their behalf.

4. Where can I find out what I can choose and the prices of goods available?

There are a number of Cottrill's catalogues available for staff to use to select their goods/vouchers and these can be obtained from your Directorate's Admin Team. You can also view the Cottrill's website. Prices quoted are subject to change.

5. What options are available to me?

You can choose from a range of gifts or vouchers.

6. How and where will my goods be delivered?

You will place your order through your Directorate Admin Team and they will arrange delivery of the goods. Delivery can take up to 15 working days.

7. Who will present my award and letter?

A Director may present your award and letter (where possible).

8. How much can I spend?

This will be confirmed to you by your line manager but please refer to section 1.1 or 1.10 of this policy.

9. Can I make an additional personal contribution if I wish to receive an item of a higher value than I am entitled to?

Yes. You can arrange with your Admin Team to top-up the value of your item by making a contribution by personal cheque, debit or credit card.

10. Is there a time limit to select a gift?

Yes – 6 Months after the anniversary date – see section 1.4

11. How can I obtain further information?

You should contact your Admin Team with regards to the scheme or for details of gifts available and ordering and delivery please contact Cottrill's on 01625 619090.