



Fierté Multi Academy Trust

Service Statement (25 years) Long Service Award

2018-2019

Introduction

This policy outlines the County Council's and the Fierté Trusts Long Service Award Scheme.

Eligibility

The Long Service Award scheme covers all employees and is discretionary, i.e. it does not form part of your employment contract.

Under the current scheme you are eligible to receive a Long Service Award provided that you have (i) completed 25 years continuous service with the County Council or (ii) completed 30 years continuous public service, the last 20 years of which have been in the employment of Staffordshire County Council.

Provisions

If you are eligible for a Long Service Award you will receive a Capital Incentives Voucher worth £150. The vouchers can be redeemed at many retailers and a directory enclosed with the award will inform you where you can exchange your vouchers.

If you approach a retailer who is not on the Capital Incentives list and the retailer would like further information on the scheme as they are considering

applying to be added to the list then they should contact Capital Incentives on 01244 625400.

Should you wish to check other retailers than you can look on the capital incentives website: www.capital-incentives.co.uk

How to Apply

To apply for a Long Service Award you should contact the HR Shared Service Centre/Directorate Representative (see Appendix 1). (This arrangement continues until SAP is up and running and able to identify eligible individuals automatically). You will be issued with a form to complete and return, and once your eligibility has been confirmed your request will be sent to the Corporate HR Services Unit to process who will issue you with an invitation to attend an awards ceremony.

Ceremony

Once your gift has been processed you will be invited to attend a ceremony and bring along a guest of your choice. At the ceremony the Chairman of the County Council will present you with your Long Service Award Pack. This consists of your vouchers, a certificate, a directory of where you can exchange your vouchers and other voucher information.

The ceremonies are informal and afternoon tea will be available as well as tea/coffee. If you wish to bring a camera and arrange to take a photograph of you receiving your award, you can do so. There is also the opportunity for you to have a tour of County Buildings, although this is only available when rooms are not in use by others.

The ceremonies are not compulsory, if you do not wish to attend then your award will be sent to your home address by special delivery.

The Current Scheme – Vouchers

Once your eligibility has been confirmed, a Capital Incentives Voucher to the value of £150 will be awarded to you which can be redeemed against a gift of your choice at any of the listed retailers taking part in the scheme.

Frequently Asked Questions

1. Can I transfer my continuous service with another local government agency when I join the County Council?

Yes, you need to have completed 10 years continuous public service with your previous employer and 20 years with Staffordshire County Council before you can be eligible to receive an award.

2. Can I receive cash instead of vouchers?

No. This option is not available.

3. Can I top up?

Yes. With the voucher scheme you can top up the vouchers as you wish.

4. Where can I spend my vouchers?

When the award is given there will be a booklet informing you where vouchers can be redeemed, of which there are over 100 different outlets.

5. Are Long Service Awards taxable?

No. Recipients of Long Service Award gifts, including vouchers are not currently liable for tax.

Further Advice and Information

This policy document is for general guidance only. If you need any further advice about how this policy applies to you please contact your manager, Directorate Representative or your HR Representative in the Shared Service Centre

Other contacts

If you have any questions or have any issues with using your award then contact Capital Incentives on 01244 625400. Alternatively you can look at the website – www.capital-incentives.co.uk

Please note that the County Council takes no responsibility or liability for any material produced by or contained in external sites or for any advice or services given by external organisations. It is the responsibility solely of each person to decide whether or not they use any such material, advice or service. This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Departmental HR Manager.

Appendix 1

The term 'Directorate Representative' for the purposes of this Long Service Awards (LSA) policy document can be interpreted as follows:

Directorate	LSA Representative
Social Care and Health (SC&H)	Operations Support
Development Services (DSD)	HR Unit
Resources (and CXO)	HR Shared Service Centre
Education and Lifelong Learning	Communications