

STAFF LONG SERVICE AWARDS POLICY

1. Introduction

1.1 The council values its staff and the service they give to the people of Crowborough.

1.2 When staff members remain loyal to the council and work for significant periods of continuous employment, it is appropriate to make a suitable award to the member of staff concerned to demonstrate the council's appreciation for their loyal service.

2. Award

2.1 Any serving member of staff will be entitled to a certificate from the Mayor as follows:

- 5 years' service
- 10 years' service

2.2 Any serving member of staff will be entitled to a long service award of a personal gift of choice as follows:

- 15 years' service - £150
- 20 years' service - £200

2.3 The amount will be net of any tax or national insurance deductions.

2.4 The award and certificate will be presented by the Town Mayor.