

Staff Long Service Awards Policy

Responsibility: Personnel committee

Review Cycle: Every three years, or earlier in the event of legislative changes

Date of Adoption / Renewal	Resolution Number
12 November 2013	7020
2 July 2019	8823
19 th July 2022	9843

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.