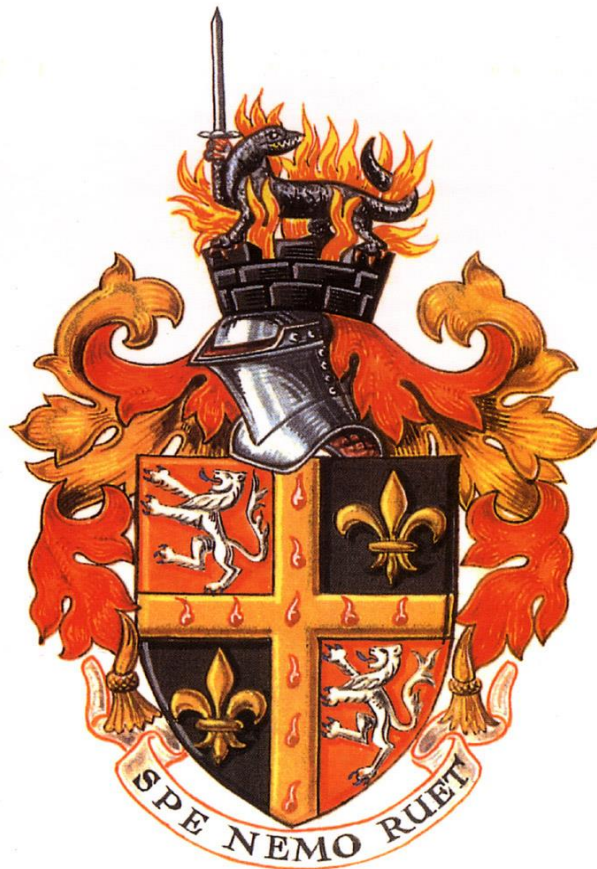


SPENNYMOOR TOWN COUNCIL



STAFF LONG SERVICE AWARDS

Author of Policy:	Town Clerk
Date Effective From:	26 th October 2021
Policy Review: When & By Whom	5 th October 2021 Constitution Working Group
Next Review:	August 2023
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1. Introduction

The purpose of this document is to outline the policy and procedures for awarding a staff member a Long Service Award.

2. Qualifying Criteria

A staff member shall qualify for a Long Service Award when they have served 15 and 25 years' service

This is continuous local government service.

3. Notice

Whilst Town Council Staff will endeavour to record periods of service going forward from 2019, due to historical issues with data, staff members will be expected to record their periods of service and give notice to the Town Clerk when they believe they are approaching 15 or 25 years' service and are, therefore, suitably qualified to receive a Long Service Award.

4. Long Service Awards

Long Service Awards will consist of:

15 Years Award: A gift up to the value of £50.00.

25 Years Award: A gift up to the value of £100.00.

Gifts will be chosen by the staff member and ordered and paid for via the Town Hall team or staff may choose a gift and be reimbursed the above amounts.