

SERVICE RECOGNITION PROCEDURE

1 INTRODUCTION

Organisations that develop a culture based on employee recognition and reward will be in a better position to thrive because employees remain more motivated and engaged. Rewarding loyalty and commitment to our University through long-service rewards is a vital recognition tool. The costs of recruiting and retaining staff are as high as ever, so it makes sense to retain our best talent. Employees recognise the value of long service awards as they see it as recognition of their continued commitment to our University and not only that, it shows them that we value them and want to retain them.

2 OBJECTIVES OF PROCEDURE

The University appreciates the commitment and loyalty of its staff and seeks to acknowledge this by linking length of service to the provision of service recognition rewards detailed in this procedure.

In order to ensure that this Policy complies with the Employment Equality (Age) Regulations 2006 (please see Appendix 1) the University undertook a survey of staff views in 2008 which indicated that the majority of respondents approved of the continuation of the awards scheme.

3 PROCEDURE

Service Recognition Awards are applicable to all employees with the necessary years service with the University of the West of Scotland and any merging employers. Service with other employers, whether public or private, will not count towards service to the University. A break in service will not disqualify an employee from an award - service will be aggregated.

University employees qualifying under this procedure will receive:

Years of service	Gift (up to this value)	Additional leave (in the year in which the anniversary falls)
10	Gift to the value of £25	Extra 2 days
20	Gift to the value of £50	Extra 2 days
25	£250 & crystal glasses	
30		Extra 2 days
35	£350 & crystal glasses	
40		Extra 4 days

The gifts should be of a durable and personal nature, i.e. in accordance with Inland Revenue regulations and employees may not receive the gift in cash or gift vouchers. Employees will have the option of:

- (i) choosing a gift from a selected list of items provided by Marketing & Brand
- (ii) purchasing an item up to the prescribed value from a local retailer

Under option (ii) employees may choose a gift of a higher value and pay the balance themselves.

Gifts are tax free, provided they satisfy Inland Revenue regulations. Consumer durable items, for example electrical goods, crockery, clocks, jewellery etc. currently satisfy the regulations. Gift vouchers, money, vouchers that are readily exchanged for money, clothes etc do not currently satisfy the regulations as both the University and the member of staff receiving the gift would be liable to income tax and national insurance.

Employees will be given two additional days annual leave entitlement in the holiday year in which the service anniversary falls. Part-time staff will receive additional days on a pro rata basis. Employees will be eligible to take the additional annual leave, by agreement with their Manager.

In March each year, the Department of People and OD will advise Deans/Directors of the employees entitled to the additional leave. The employees will also be notified at this time.

A formal afternoon presentation will be held annually for all staff qualifying under the terms of this policy (i.e. those with 10, 20, 25, 35 and 40 years service). Long serving members of staff at 25, 35 and 40 years may ask a partner, friend or work colleague to accompany them to the presentation. The Principal will announce the recipients of awards and there will be a wine and celebration lunch after which staff may leave for the day. The member of staff's Dean/Director will also be invited to attend the presentation.

The Department of People and OD will organise the presentations.

If they choose to receive a gift from the list provided by the University, they will be asked to return the list to People & OD indicating their preference. The Department of People & OD will organise the purchase of the gift for the employee.

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Version 1 – Approved June 2018	Changes and Reason for Changes – POD Policy Reivew

Employment Equality (Age) Regulations

The DTI Age Legislation Fact Sheet (No. 5) states that the Government recognises that service related pay and benefits are used widely to motivate staff, reward loyalty and recognise experience. The 2006 Age Regulations allow employers to continue using length of service criteria to reward staff, as long as the period of service is not more than five years. However, employers can use length of service criteria that exceeds five years – if they are able to justify their actions.

Exception for provision of certain benefits based on length of service

111. The basic aim of this exemption is to enable employers to continue to award benefits to employees using the criterion of length of service.

112. The primary rationale for regulation 32 derives from article 6.1 of the Directive.
Other applicable clauses in the legislation are:

Article 6.1(b), 113; 114; Explanatory Memorandum COM (1999) 565; 122. Paragraph (3); 123. Paragraphs (4) and (5) amplify paragraph (3). Paragraph (4)(a) 124. Paragraph (4)(b); 125. Paragraph (4)(c) 126. Paragraph (5), regulation 32 does not cover 'enhanced redundancy payments' within the meaning of regulation 33.