

HR & OD POLICIES

human resources and organisational development



Long Service Recognition and Retiral Award Policy and Procedure

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1. POLICY STATEMENT

Aberdeenshire Council's vision statement recognises the value of employees and confirms the Council's support for its employees in serving the people of Aberdeenshire. This award scheme has been agreed in recognition of those employees who have significant service with Aberdeenshire Council and its constituent authorities.

2. SCOPE OF POLICY

The scheme is applicable to all employees of the Council, subject to the provisions set out below.

3. TYPE OF AWARD

Long Service Recognition

Current employees who are eligible will be invited to attend lunch with the Chief Executive, Provost and Service Directors and will be presented with a certificate to recognize the completion of continuous service.

- A Silver certificate for 25 years
- A Gold certificate for 40 years

Retiral Award

Employees who have significant service on retirement will receive an award in the form of a pre-paid card. This can be redeemed in exchange for a tangible gift at most retail outlets. The value of the card will be in accordance with the number of completed years in accordance with the schemes eligibility requirements:

- An employee who has completed between 25 and 39 years service will receive an award to the value of £200 (inc VAT)
- An employee who has completed more than 40 years' service will receive an award to the value of £400 (inc VAT)

4. ELIGIBILITY FOR AN AWARD

Aberdeenshire Council and its constituent authorities

Subject to the provisions relating to continuous service an employee will be eligible after having been directly in the service of the following for a period of not less than 25 years:

- Aberdeenshire Council
- Any of the Local Authorities which prior to 1 April 1996 were within the current Aberdeenshire area
- Any of the Local Authorities which prior to 16 May 1975 were within the Grampian Region area
- The North East of Scotland Water Board prior to 16 May 1975

Continuous Service

For the purpose of calculating continuous service, all service under a contract of employment between the Council and the employee shall be included. The following shall not be regarded as a break in the continuity of service for the purposes of this scheme:

- Absence from duty by reason of sickness, annual or public holidays
- Authorised leave of absence or secondment
- Absence from duty owing to war or national service (if included as service for the purposes of the Local Government Superannuation (Scotland) Acts)
- Maternity leave/shared parental leave/adoption leave

Any questions as to the eligibility of an employee or former employee for an award in accordance with this scheme shall be submitted to the Head of Service (Human Resources & Organisational Development) whose decision thereon shall be final.

If you require advice on the application of the scheme, please contact [askHR](#).

5. PROCEDURE FOR SERVICES

Retiral Award

1. As part of the Leavers checklist the employing Service should check the employee record to ascertain if the employment history meets the eligibility requirements stated above.
2. The [Application Form](#) should be completed and signed by the Head of Service or nominated officer and forwarded to Service Admin team.
3. The Service Admin team will arrange for the pre-paid card to be ordered by following the [Edenred procedure](#) for ordering cards.
4. The prepaid card and the activation code will be sent to an employee home address as specified in the Edenred order form.

Long service recognition

1. For employees in service eligible to receive long service recognition, HR will collate list of those eligible to receive the award and they will be invited to attend lunch with the Chief Executive, Lord Provost and Directors. Eligible employees will be presented with a silver or gold certificate to mark the occasion.

Long Service Recognition and Retiral Award

Index of Documents

Policy and Procedure

Revision Date	Previous Revision Date	Summary of Changes
21-04-2011	-	Creation of all Documents
09-11-2011	21-04-2011	Voucher Selection Form updated
17-08-2015	09-11-2011	Format update
31-08-2017	17-08-2015	Revision of policy/procedure.
05-09-2022	31-08-2017	Updated links