



LONG SERVICE AWARD SCHEME

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History of most recent Policy Changes – Must be completed

Date	Page	Change	Origin of Change (e.g. TU request, change in legislation etc)
25 June 2011	3	Section 2.5 Clarification of break in service	Employee feedback
4 Jan 2011	3	Clarification of previous Long Service Award Scheme details	Employee feedback
1 July 2009	3	Section 2.1 and 2.2	Move to vouchers

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1. Purpose

- 1.1 The Long Service Award Scheme recognises and rewards employees who achieve long service of 25 years, 40 years and 50 years with Bristol City Council.
- 1.2 The conditions that apply to the Long Service Award are set out in this document.

2. Scheme Rules

- 2.1 The award is made in the form of vouchers to the value determined under the scheme, which can be redeemed at major retail outlets.
- 2.2 If VAT is applicable on the goods purchased it can be reclaimed on production of a VAT receipt to Account Services.
- 2.3 No award is made in cash.
- 2.4 'Long service' means service with the City and County of Bristol, and/or Avon County Council and/or Bristol City Council.
- 2.5 Employees must have accumulated 25/40/50 years' service as appropriate. This can be accrued with breaks in service to qualify for the respective award but must be evidenced. Service with the former City and County of Bristol, and/or Avon County Council is included.
- 2.6 This scheme applies to all full time, part time and job share employees of the City council, including those in locally managed schools (where adopted).

3. Entitlement on Accrual of Long Service

- 3.1 A payment to all eligible employees on the 25 year and 40 year and 50 year service anniversary dates respectively. (Some employees under this scheme will therefore qualify for two awards);
- 3.2 Payment for choice of gift to the following value for accrual of the following service with Bristol City Council;
 - 25 years - £275
 - 40 years - £550
 - 50 years - £600

4. Previous Long Service Award Scheme

- 4.1 Employees who confirmed in writing in 1998 that they wished to remain under the old Bristol City Council scheme and receive an award at the level of £10 per each year of service, to be paid at their retirement/approved early retirement date or on

the completion of 40 years service whichever is the earlier.

Employees choosing to “bank” their award entitlement will not be eligible for an increase in the amount per year (or for an additional 40 year gift under this scheme) nor for any indexing linking as the £10 calculator is a fixed amount (e.g. 33 years service at £10 per year = a gift to the value of £330) paid on retirement only.

- 4.2 Any award due to have been paid to an eligible employee (who has previously opted to receive their award under the “old” scheme) but who dies in service prior to receiving the gift, will be given to the nominated beneficiary.