

THE HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

LONG SERVICE AWARD

1. Introduction

This statement details the Joint Board's policy on long service awards which applies to all full and part-time staff.

2. Entitlement To Receive Award

The Joint Board will make a long service award to a member of staff, whether full or part-time who, at the date of retirement from the service of the Joint Board will have the requisite continuous service with the Joint Board, its predecessor the Highland Region and Western Isles Joint Valuation Committee, the Highland Council, Comhairle nan Eilean Siar or any of their predecessor local authorities. Service with associated public bodies or local authorities' outwith the Board's boundaries will not count towards continuous service for the purpose of this scheme.

Long service awards will be made when a member of staff leaves the employment of the Joint Board with the requisite continuous service:-

- (a) on reaching normal retiring from the service of the Joint Board
- (b) where the Joint Board approves the retirement of a member of staff on the grounds of ill-health;
- (c) where the Joint Board approves the retirement of a member of staff in the interests of the efficiency of the service;
- (d) where the Joint Board approves the retirement of a member of staff on the grounds of redundancy;

3. Awards

Where a member of staff meets the qualification requirements as detailed in Section 2 and has the appropriate number of years of continuous service given below with the Joint Board, its predecessor the Highland Region and Western Isles Joint Valuation Committee, the Highland Council, Comhairle nan Eilean Siar or any of their predecessor local authorities then the following awards will be made:-

<u>Service</u>	<u>Gift Value</u>
20 years to 29 years	£200 (+ VAT)
30 years to 39 years	£300 (+ VAT)
40 years and over	£400 (+ VAT)
50 years and over	£500 (+ VAT)

4. Conditions/Guidance

The following conditions are also applicable:

Awards must take the form of gifts. Gift tokens or vouchers should not be selected.

The Board is responsible for the administration of awards to their own employees in conjunction with the Board's Personnel Adviser.

The gift must be acquired by following these steps:

1. The gift must be purchased by the Board
2. The invoice must be sent to the Board
3. The invoice must be paid by the Board

For the item to be regarded as a long service award it is compulsory that the above steps are compiled with. It is not possible to offset the long service award value against a higher cost item.

The value of the gift can be **up to the award value** plus VAT e.g. an employee with 35 years' service would be entitled to a gift up to the value of £300 which overall would equate to £360 **including VAT** (based on 20% tax rate).

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