**Long Service Award**

**What is the long service award?**

The long service award is a Nottingham City Council award for 25 years of service with the City Council (**not** with other authorities). The service does not have to be continuous (i.e. there can be a break), however the employee is not eligible until they have completed 25 full years as an employee of the City Council (**not** as a casual or agency worker). The only exception to this applies to non-schools employees who moved from the County to City Council on 1 April 1998, due to the statutory transfer order following local government reorganisation.

**What is the status of school-based employees?**

Originally, school-based employees were exempt from the long service award (hence ‘non schools employees’ above) following local government reorganisation. However, we are aware that individual schools have made local decisions to recognise the long service of their staff.

**What principles should be applied?**

On occasions, HR colleagues have been required to moderate applications in cases where service is more complicated. The following principles have been applied, and should be applied by schools when making eligibility decisions:

* All of the qualifying service must have been completed in a school which, since local government reorganisation in 1998, has been designated a Nottingham City school.
* All of the service must have been completed in a maintained school or learning centre, not in an academy or other free school at the time that the service commenced. The school may subsequently have academised, but service from that period would not count.
* Schools should verify service where possible and Headteachers/Governing Bodies approving the award must be satisfied that the 25 years has been completed as described.
* Once a school has made the decision to pay the award, they must apply it consistently to all staff who become eligible.

**How much is the award?**

The award is worth £125. This is paid as vouchers which are now available from a wide range of retailers.

**Instructions for processing the award**

A form for the school to complete is available at: <https://form.jotformeu.com/71554271156354>. When completing it, the school should put ‘N/A’ for budget code and ensure that they supply a school email contact (for administration purposes) in the ‘Contact details’ box. Once completed, the form will be processed by the HR Rewards team and the school will be invoiced.

**Responsibilities**

Headteachers must ensure the correct and consistent application of the award within their schools in order to prevent equal pay challenges. School Business Managers and Headteachers should ensure a clear audit trail exists for all payments.

**Do employees receive a certificate?**

A template certificate is attached below, for schools to use if they so wish.

