

# The Newcastle Upon Tyne Hospitals NHS Foundation Trust

## Human Resources Policies & Procedures

### Long Service Award Policy

Effective from: 1 April 2010

Review date: 31 March 2013

#### 1. Introduction

The Trust wishes to recognise and reward long serving employees' loyalty and commitment to the Trust and contribution to delivering high quality healthcare to patients. This will now be formally recognised in accordance with this policy.

#### 2. Scope

2.1 This policy applies to all staff currently employed by the Trust on a permanent contract of employment, subject to the criteria outlined. It will not be backdated and will be applicable only to those employees who become eligible after the date of implementation.

2.2 This benefit will be awarded at the absolute discretion of the Trust.

#### 3. Award

All awards will be in the form of 'Landmark Vouchers' which are redeemable against a wide range of retail, travel, leisure and experience choices. Subject to eligibility, awards will be presented at key intervals as follows:

Years Service	Voucher Award
25	£100
35	£200
45	£250

#### 4. Eligibility

4.1 To be eligible for an award, the employee must:

- Have completed the required continuous years' service with the Trust (service with other NHS employers does not apply) at a specified date.
- Be currently employed by the Trust on a permanent contract of employment;
- Not be subject to a period of notice with the Trust either voluntary or involuntary;

4.2 The award will not be made in advance of the specified date confirming eligibility.

## 5. **Procedure**

- 5.1 The Human Resources department will identify those employees eligible for the receipt of an award, verify the employee's continuous service record with the Trust and inform them of their entitlement to a Long Service Award.
- 5.2 The employee will be invited to an awards event, with members of the Executive, to celebrate their achievement.
- 5.3 The employee will be presented with their Award and will be able to select what vouchers they want and redeem them either from the processing centre or online.

## 6. **Audit and Monitoring**

- 6.1 Compliance with this policy will be monitored by the Director of Human Resources.
- 6.2 Monitoring will include reporting of such information to the Board on a six monthly basis.

## 7. **Further Advice and Guidance**

Please contact a Human Resources Officer for further information.

## 8. **Review**

The Director of Human Resources is responsible for the review and amendment of this policy.

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST  
**IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	<b>LONG SERVICE AWARD POLICY</b>	Policy Author:	Mrs Dee Fawcett – Director of Human Resources
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	Policy applies to all employees of the Trust. It is underpinned by Trust's overriding policy on Equal Opportunities.
	• Race	No	}
	• Ethnic origins (including gypsies and travellers)	No	}
	• Nationality	No	}
	• Gender	No	} As above.
	• Culture	No	}
	• Religion or belief	No	}
	• Sexual orientation including lesbian, gay and bisexual people	No	}
	• Age	Yes	Potentially.
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	
2.	Is there any evidence that some groups are affected differently?	No	There was no evidence to support any group was affected differently.
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	Yes	There are legal and justifiable exceptions.
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If "yes", please answer sections 4(b) to 4(d)).</i>	No	
4(b).	If so can the impact be avoided?	N/A	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	No	
4(d).	Can we reduce the impact by taking different action?	No	

<b>Comments:</b>	<b>Action Plan due (or Not Applicable):</b>

Name and Designation of Person responsible for completion of this form: Wendy Johnson – HR Manager (Projects)

Date: 3 February 2010

Names & Designations of those involved in the impact assessment screening process: ..... The Employment Policies and Procedures Consultative Group .....

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)

*For advice on answering the above questions please contact Helen Lamont, Director of Nursing, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) [steven.stoker@nuth.nhs.uk](mailto:steven.stoker@nuth.nhs.uk) together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.*