



## Long Term Service Award Policy

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**Policy Status:**

**Chair of Directors:**

**CC2 Strategy, People and Organisational Development**

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**Good Practice**

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## Definitions

In this **Long Term Service Award Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Long Term Service Award Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out.
- ii The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Term.**
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.'
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Academy Committee elected from time to time.

## 1. Scope

The scheme recognises the long service of staff by the presentation of a gift at key points of their service and on retirement.

The scheme extends to all employees of The Romero Catholic Academy.

The details of the Scheme are set out below and to be eligible for an award, employees must fulfil the conditions stated.

## 2. Qualifying Period

The qualifying period for an award is 25 completed continuous actual years' service with the Academy and previously Coventry City Council. For employees returning to the Academy after a break in service for maternity/paternity reasons, a break of not exceeding one year can be allowed provided no other permanent full-time employment has intervened.

The Principal reserves the right not to make an award if an individual retires from the employment of the Academy due to misconduct or for other reasons that may be determined from time to time.

## 3. Awards

Long service awards will be in the form of a certificate, or award based on service levels as follows:

- 25 years: £200 gift voucher, certificate

The method of presentation of the gift will be left to the discretion of the CSEL and Principal. The principles above, including years of service and award amounts, may be amended at any time in the light of any new regulations or guidance by HMRC and/or the Government that affect the Income Tax and National Insurance benefit of long service awards.

### **The Diocesan Certificate of Thanksgiving for Dedicated Service:**

This certificate may be awarded to those individuals working in Diocesan schools who have made a *special contribution* to Catholic Education through their dedicated service - on the occasion of their retirement. The Romero Catholic Academy member recommending this award can download the application form [here](#).

## 4. Monitoring and Review

The Board of Directors delegate the implementation of this policy to the Academy Committee.

This policy will be reviewed by CC2 Strategy, People and Organisational Development.

Long Service had not been recognised within Romero since Academisation in 2015. A decision was made at CC2 Strategy, People and Organisation Development, in September 2019 to implement long service awards for staff.

A decision was made that previous continuous service would be honoured, if a member of staff worked for Coventry City Council previously.