



# Long Service Policy

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## HERIOT-WATT UNIVERSITY LONG SERVICE POLICY

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POLICY

## 1. INTRODUCTION AND PURPOSE

Heriot-Watt University appreciates the invaluable contribution made by all employees and wishes to encourage and reward Pride and Belonging and staff loyalty.

At present, the University recognises those staff making a significant contribution through excellent performance in a number of ways, eg all staff are able to be:

- nominated for contribution pay and one off bonuses via the Contribution Pay Board,
- nominated for a Spirit of Heriot-Watt award for demonstrating the values of the University,
- awarded a local bonus of up to £500 by their Head at the time of an exceptional contribution,

in addition to being thanked and recognised by line managers at both the time of a job done well and at the PDR meeting.

Staff with long service bring valuable knowledge and experience of working at HWU and this policy specifically recognises those staff who have contributed to the University over a long period.

## 2. KEY PRINCIPLES

This policy is underpinned by the Spirit of Heriot-Watt, in particular, valuing and respecting everyone and supporting an environment for creating and sustaining a sense of pride and belonging.

## 3. SCOPE

This policy applies to all staff employed by Heriot-Watt University.<sup>1</sup>

It applies irrespective of role, grade and full- or part-time status.

The terms of this policy may be varied from time to time at the University's discretion. The University may exclude employees from participating in the policy for any reason, or may terminate this policy without notice at any time. This policy does not form part of employees' contracts of employment.

## 4. LINES OF RESPONSIBILITY

The Human Resources Department will:

- run a report on a monthly basis identifying those staff who have triggered the required length of service,
- organise letters to be sent to qualifying staff,
- organise a yearly lunch/dinner for qualifying staff and their partners.

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<sup>1</sup> Subsidiary companies, such as Heriot-Watt University Malaysia Sdh Bhd, have separate reward policies and procedures.

## 5. MONITORING AND EVALUATION

This Policy will be reviewed 3 years from the date of implementation. Any amendments will be notified to employees through the normal communication channels and/or e-mail. The Policy will be maintained on the Human Resources website.

### Records

General statistics are maintained and reported for equal opportunities monitoring, FOI and key performance indicator purposes. Such information is kept securely and confidentially with personal data removed in accordance with the Data Protection Act 1988 and the University's Records Retention Policy.

## 6. IMPLEMENTATION

### **Awards**

The University grants awards in the following circumstances:

### **Recognition of Service Letter**

Employees will receive a letter of recognition on attaining a prescribed number of years' service.

<b>Length of Service:</b>	<b>Letter from:</b>
10 yrs	Director of Service or Head of School
15 yrs	Secretary of the University
20 yrs	Principal
25 yrs	Chair of Court

### **Lunch/Dinner with the Principal/Secretary of the University**

Employees with 20 years' service with the University will be invited to a celebratory lunch with the Principal/Secretary of the University.

Employees with 25 years' service with the University will be invited with their partners to a celebratory dinner with the Principal/Secretary of the University.

### **Continuity of service**

The University will calculate length of service from the date of commencement of employment. When calculating length of service, the University will include periods of maternity, paternity, adoption parental and sabbatical leave. If an employee was dismissed following a disciplinary procedure, appealed the decision to dismiss him/her and was reinstated, his/her continuity of service will be preserved for the purpose of this policy.

If an employee left his/her employment for whatever reason and was re-employed by the University at a later date, continuity of service is not preserved for the purpose of this policy, unless the break in service is less than one week. The University will calculate the employee's number of years' service from the date on which his/her new employment commenced.

## Staff Retiring

Schools/Directorates of Professional Services are responsible for arranging retirement presentations for retiring staff. This includes establishing a venue, arranging catering and invitations. The School or Directorate should cover any cost incurred in organising the event.

One or more members of the University Executive (UE) will represent the University at retirement presentations, particularly for those with 20 years or over service. UE Representatives should be invited to attend by the Head of School or Directorate and if appropriate invited to say a few words at the presentation.

The School/Directorate should advise Marketing and Communications of any retirement presentation at least six weeks in advance to allow sufficient time for a notice to go in the News and Events Website. This notice supplied by the School/Directorate should make clear any arrangements for contributions to retiral gifts and if friends and colleagues are being invited to the presentation event.

With staff retiring with 20 years or more service, the retiring member of staff should be presented with a quaich (with perhaps name and dates of service engraved) or bespoke brooch, the book "Heriot-Watt University – An Illustrated History" along with flowers or a bottle of whisky presented to their partner if appropriate.

The School/Directorate should order quaichs/brooch, whisky and flowers through Thomas Day, Head of Hospitality, at least one month before the presentation. The costs of these items will be covered from the School/Directorate. The quaichs are gift boxed and are engraved with the University Shield; any further engraving of the quaich is to be arranged by School/Directorate.

Photography at retirement presentations can also be arranged through Marketing and Communications, if given appropriate notice.

A personal letter from the University Secretary will be sent to the retired member of staff along with an invitation to keep in touch with the University through membership of The Watt Club.

With those staff retiring with less than 20 years service, presentation arrangements are at the discretion of the Head of School/Directorate. Quaichs/brooches and whisky for these presentations can be ordered through Thomas Day, Head of Hospitality Services. at cost price.

## 7. RELATED POLICIES, PROCEDURES AND FURTHER ADVICE

Contribution Pay Procedures

Spirit of Heriot-Watt Awards

## 8. FURTHER HELP AND ADVICE

Please contact Reward and Employee Engagement – <https://intranet.hw.ac.uk/ps/hrd/REE/Pages/default.aspx> - for queries regarding this Policy.

## 9. POLICY VERSION AND HISTORY

<b>Version No</b>	<b>Date of Approval</b>	<b>Approving Authority</b>	<b>Brief Description of Amendment</b>
V.4	07.05.13	Secretary's Board	This is a new Policy - minor amendments (eg remove of 'Institutes') made in 2015

POLICY