

Committee	HR&R		
Date paper prepared	18/11/2022	Date of committee meeting	23/11/2022
Subject	Long Service Award Considerations		
Author	Judith Fenton, HR&OD Lead		
Action requested	For discussion		
Purpose of the paper	To highlight the arrangements in place for staff prior to merger and articulate our understanding of how we take this forward. HR&R also asked to input in to discussion on what a Long Service Award programme may look like at UHI Shetland, and if it is something we would want to develop.		
Brief summary of the paper	The paper shares information on the schemes in place at SIC and NAFC Marine Centre and our understanding of these.		
Consultation	Discussion with SMT		
Resource implications	The 25 years service award at SIC was one months salary; NAFC Marine Centre awards were certificates and vouchers (detailed in paper). A long service award for UHI Shetland may have resource implications.		
Risk implications	Potential risk of challenge if we opt not to honour the SIC Long Service Award.		

<p>Link with strategy</p>	<p>N/A</p>
<p>Equality, Diversity and Inclusion</p>	<p>Summarise how any actual or potential (positive or negative) equality, diversity, and inclusion implications have been considered in the development of the paper. Please refer to the Equality, Diversity and Inclusiveness Policy for more information.</p>
<p>Island Community Impact</p>	<p>Summarise how any actual or potential (positive or negative) impacts on island communities have been considered in the development of the paper.</p>
<p>Paper status</p>	<p><input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction.</p> <p><input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].</p>
<p>Freedom of information</p>	<p>Open</p> <p>If closed/ withheld, select date this will become 'open': Enter a date.</p>

Long Service Award

Since merging, UHI Shetland has not yet scoped out what, if anything, we would put in place in relation to a long service award. We now need to consider our position in relation to long service awards in place at the Shetland Islands Council and the NAFC Marine Centre

Shetland Islands Council:

- The Shetland Islands Council (SIC) has long operated an award for employees who reach the 25 years' service milestone.
- There has been debate around this, and it has received some press coverage: <https://www.shetnews.co.uk/2021/04/29/unpicking-the-towage-contract-not-possible-sic-tells-tug-men/>
- Our understanding is that we should consider this as custom and practice on the basis that it was in place for all staff, the removal or failure to award it has been previously challenged, and the history of information in relation to this award that was provided at point of merger goes back to the 1990s.

NAFC Marine Centre:

- The NAFC had a Long Service Awards Policy in place (see appendix 1)

Next Steps:

- UHI Shetland proposes that we honour the long service award in place at the SIC for employees who have reached this milestone since the merger
- This is one employee at this time, but there are other staff approaching this as set out in the table below:

Job Title	Section	Length of Service (October 2022)
Promoted Lecturer	Academic	20 Years 0 Months
Promoted Lecturer	Academic	21 Years 11 Months
Promoted Lecturer	Academic	21 Years 8 Months
Technician	Operations	23 Years 8 Months
Lecturer	Academic	24 Years 2 Months
Promoted Lecturer	Academic	24 Years 2 Months
Lecturer	Academic	25 Years 1 Months

- We would like HR&R to consider what a long service award scheme could look like for UHI Shetland
- We would like HR&R to consider what our position should be in relation to employees who reach one of the milestones recognised by NAFC Marine Centre
- We recognise that, as a new organisation, new starts since merger will not reach 'long service award' status for some time, but we are keen to issue clarification on the matter to all our employees.

Appendix 1: NAFC Marine Centre Long Service Award Policy

Long Service Award Policy

The Trust appreciates the invaluable contribution made by all employees and wishes to encourage and reward loyalty, motivation and experience.

The purpose of this policy is to set out how the Trust recognises service and commitment. It applies irrespective of role, grade and full- or part-time status. An employee will not be entitled to receive a long- service award if he/she or the Trust has served notice of termination and/or his/her service- anniversary date falls during his/her notice period.

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

Awards

Long service will normally be recognised by presentation of a framed certificate at one of the regular staff events organised by the entertainments committee. However, employees will also be eligible to receive a gift voucher on attaining a prescribed number of years' service as detailed in the table below.

Number of years' service	Form of Recognition
10	Framed Certificate
15	Framed Certificate
20	Framed Certificate and gift voucher to the value of £100
25	Framed Certificate
30	Framed Certificate and gift voucher to the value of £300
35	Framed Certificate
40	Framed Certificate and gift voucher to the value of £500

Continuity of service

The Trust will calculate employees' number of years' service from the date of commencement of employment. When calculating an employee's number of years' service, the Trust will include periods during which the employee has spent on maternity, paternity, adoption and parental leave, 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 Trust at a later date, continuity of service is not preserved for the purpose of this policy. The Trust will calculate the employee's number of years' service from the date on which his/her new employment commenced.

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