

10.10.12.00

NORTH LANARKSHIRE COUNCIL

INTERNAL MEMORANDUM

TO: CHIEF EXECUTIVE GENERAL MANAGER, CONSTRUCTION SERVICES AND ALL DIRECTORS	FROM: HEAD OF PERSONNEL SERVICES Ask for: Mae Johnston Ext: 2335
Your Ref: My Ref: IW/MJ/JJ	Date: 14 April 2000
Copied to:	Subject: LONG SERVICE AWARD SCHEME

The issue of long service award schemes has generated an increasing number of enquiries in the last few months from managers and employees. These enquiries have identified the potential for confusion in applying the variations in the schemes currently being operated for employees.

I now attach, for your information, details of the current long service award schemes which are in operation for employees who remain subject to a contract of employment from one of our antecedent authorities.

The inherited schemes are only available for a limited number of employees and there is a need to rationalise the situation and consider the introduction of a North Lanarkshire Council Long Service Award Scheme.

At the Manual/Craft and APT&C JCC Meetings in February 2000, the trade unions put forward proposals for a long service award. The Trade Unions' suggestion is that employees be awarded £500 for 25 years service, 30 years service, 35 years service and 40 years service retrospectively from 1 April 1996.

The Trade Union proposal would have significant financial implications on departmental budgets as there is no available budget for a Council-wide long service award, however I would seek your views on this suggested proposal.

If a monetary award scheme is not an option, would you support some other form of recognition such as a letter from the Chief Executive and attendance at a civic function with the Provost.

I would appreciate your comments as soon as possible. However if you would like to discuss these proposals further, or suggest alternatives, please contact the officer named above.

Aris Wylie

Head of Personnel Services
Enc.

4496

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**DETAILS OF LONG SERVICE AWARDS
OPERATED BY ANTECEDANT AUTHORITIES**

CONDITIONS	MONKLANDS	CUMBERNAULD/ KILSYTH DC	MOTHERWELL DC	CUMBERNAULD DEV. CORP.	S/CLYDE REGION	STRATHKELVIN DC
	Service Period and Payment	25 years - £150 40 years - £240	25 years - £150 30 years - £200 (on reaching 30 years, employee receives only £50 towards gift)	25 years - £135 (paid only when the employee leaves the Council)	20 years - £360	No Scheme
Monetary Payment	No	No	Yes	Yes	N/A	N/A
Gift	Yes	Yes	No	No	N/A	N/A
Eligibility	25 and 40 years continuous service with Monklands DC/NLC	25 and 30 years continuous service with CKDC/NLC	25 years continuous service with Motherwell DC/NLC	20 years continuous service with CDC/NLC	N/A	N/A

If an employee is subsequently contracted to a North Lanarkshire Council contract of employment, they are no longer eligible for a long service award in place through the antecedant authorities.

23/03/2000

NORTH LANARKSHIRE COUNCIL

LONG SERVICE AWARDS

GUIDANCE NOTES

MONKLANDS DC

25 years service - £150

40 years service - £240

The award is **not** a monetary payment. It must be in the form of a gift of the employee's choice, to the value of the above.

The long service award is given on completion of 25 and 40 years continuous service with Monklands District Council. An employee, on completing 25 years service, will receive a gift to the value of £150. Thereafter, on completing 40 years service he or she will receive a gift to the value of £240.

The employee can either finance the purchase of a gift to be reimbursed by the Council at a later date on production of an invoice/receipt, or arrange for the retailer to invoice the Council directly. The employee can determine which procedure to use.

CUMBERNAULD & KILSYTH DC

25 years service - £150

30 years service - £200

The award is **not** a monetary payment. It must be in the form of a gift of the employee's choice, to the value of the above.

The long service award is given on completion of 25 and 30 years continuous service with the Council. An employee on completing 25 years service will receive a gift to the value of £150. Thereafter, on completing 30 years service he or she will receive a gift to the value of £50.

The employee can either finance the purchase of a gift to be reimbursed by the Council at a later date on production of an invoice/receipt, or arrange for the retailer to invoice the Council directly. The employee can determine which procedure to use.

MOTHERWELL DC

25 years service - £135

The award is in the form of a monetary payment to employees who, on leaving the employment of the Council, have at least 25 years continuous service with the Council. This award is paid **only** when the employee leaves the Council.

CUMBERNAULD DEVELOPMENT CORPORATION

20 years service - £18 for every year of continuous service with CDC

The award is in the form of a monetary payment to employees who have 20 years service. There is no subsequent payment for service after the 20 year period.

STRATHCLYDE RC

The Region did not operate a long service award scheme.

STRATHKELVIN DC

Strathkelvin did not operate a long service award scheme.

Administration of Long Service Awards

The appropriate Personnel Section will, from their records, identify those employees for whom a long service award is applicable. All correspondence and related paperwork will be carried out by the appropriate Personnel Section in conjunction with the Finance Department.

PERSONNEL SERVICES

MJ - 7/10/97

**LONG SERVICE AWARDS
APPLICATION FORM**

NAME OF EMPLOYEE:-			
DEPARTMENT:-		POST:-	
N.I. NO:-		EMPLOYEE NO:-	
SERVICE:-			
FORMER AUTHORITY:-			
DATE COMMENCED WITH FORMER AUTHORITY:-			
AWARD DUE:-		YEARS	
AMOUNT:-		£	
REIMBURSE EMPLOYEE:-		YES/NO	
COUNCIL TO BE INVOICED:-		YES/NO	

Director of Administration
Personnel Services Division
MJ/BMcG
3 November 1997