

## **Scheme for Long Service Retirement Awards**

### **1. Scope of the Scheme**

The scheme recognises the long service of teachers, lecturers and youth and community workers by the presentation of a gift on retirement. The scheme extends to all such employees of the County Council. The details of the Scheme are set out below and to be eligible for a gift employees must fulfil the conditions stated.

### **2. The Scheme**

The qualifying period for an award is 20 completed continuous actual years service with the County Council (i.e. excluding any enhancements). Previous continuous service with appropriate constituent authorities before 1 April 1974 (or as the result of any other compulsory transfer of functions to the County Council) will be recognised as will continuous service with the Suffolk Police Authority, the Magistrates Courts Committee and the Probation Committee.

For employees returning to the County Council's service after a break in service for maternity/paternity reasons, a break of not exceeding eight years can be allowed provided no other permanent full-time employment has intervened.

Any such service for which a long service award has previously been made will not qualify under this scheme.

3. The scheme is effective from 1 October 1987. Awards will be made only on the retirement of employees and will normally be made at the customary retirement age of employees but can be made earlier if employees decide to retire from the County Council's employment before that age and possess the necessary service qualification or in cases of redundancy, ill health, early retirement and any other similar reasons.

4. Long service awards will be in the form of a tangible retirement gift chosen by employees valued at an amount calculated as follows:

Service \* qualifying as half time or less  
-£4.30 for each actual completed year of service;

Service \* qualifying as more than half time  
-£8.60 for each actual completed year of service.

\* Qualifying service will be calculated on the basis of hours or sessions worked as a proportion of full time hours appropriate to that grade of staff.

Awards will be based on average working time over the last five years service before retirement.

5. Although there is no simple definition of what is meant by a "tangible" gift it is clear that items of a consumable nature, such as food, drink, fuel, clothing, etc. are somewhat less than tangible for the purposes of the scheme and should be discouraged.

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To claim back the values of items purchased for long service awards, a CR/9 payment voucher should be used. The payment voucher and guidance for completing payment vouchers can be alongside this policy.

Please note, enter the full gross (VAT inclusive value into the value column, adding the letter 'O' to the V (VAT) column. Do not enter any VAT value, as the council are not entitled to claim back VAT on these purchases.

Take of copy of the completed payment voucher and attach all associated receipts to this copy. Retain the copy and the receipts locally for audit purposes.

**Never** send the receipts to the Payments Team.

The completed original payment voucher should be sent to:

Schools' Choice Payroll Team  
Beacon House  
Whitehouse Road  
Ipswich  
Suffolk IP1 5PB

Please allow the team 5 working days to process the payment.

SUFFOLK COUNTY COUNCIL PAYMENT VOUCHER (Use BLOCK CAPITALS)

CR/9E (Mar 2012)  
Complete then Print Version

Service Area

Local Voucher Number 

PV

|                       |                                   |  |              |  |
|-----------------------|-----------------------------------|--|--------------|--|
| TYPE                  | OFFICE USE ONLY                   |  | PAYMENT DATE |  |
| C3                    | SUPPLIER NUMBER                   |  | D D M M Y Y  |  |
|                       |                                   |  |              |  |
| S/D                   | DESCRIPTION FOR REMITTANCE ADVICE |  |              |  |
|                       |                                   |  |              |  |
| DATE VOUCHER PREPARED | PAYMENT TOTAL                     |  | CUSTOMER ID  |  |
| D D M M Y Y           | £ p p                             |  |              |  |

| CERTIFICATION IN ACCORDANCE WITH FINANCIAL REGULATIONS |                    |                               |                       |             |                       |
|--|--------------------|-------------------------------|-----------------------|-------------|-----------------------|
| NOTED IN LOCAL RECORD                                  | CHECKED WITH ORDER | GOODS / SERVICES SATISFACTORY | PRICES / DATE CORRECT | PREPARED BY | CERTIFIED FOR PAYMENT |
|  |                    |                               |                       |             |                       |

Payee Name

Name and Telephone number for enquiries

Address for cheque / remittance advice

R

| ORACLE CODE |            |              |                             |     | VALUE |   |     | V* | A | VOUCHER NUMBER | UNITS |          | DETAILS |
|-------------|------------|--------------|-----------------------------|-----|-------|---|-----|----|---|----------------|-------|----------|---------|
| Cost Centre | Subjective | Sub Analysis | Activity (# see note below) | Org | —     | £ | p p |    |   |                | —     | QUANTITY |         |
|             |            |              |                             |     |       |   |     |    |   |                |       |          |         |
|             |            |              |                             |     |       |   |     |    |   |                |       |          |         |
|             |            |              |                             |     |       |   |     |    |   |                |       |          |         |
|             |            |              |                             |     |       |   |     |    |   |                |       |          |         |
|             |            |              |                             |     |       |   |     |    |   |                |       |          |         |
| VAT S T D   |            |              |                             |     |       |   |     |    |   |                |       |          |         |
| VAT R E D   |            |              |                             |     |       |   |     |    |   |                |       |          |         |

Details of payment / remarks / instructions: