

Policy for Valuing Service

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VALUING SERVICE POLICY

August 2008 (Policy Effective from 1st April 2008)

Policy Review date: April 2011

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POLICY DETAILS

1.0 INTRODUCTION

- 1.1 *The implementation date of this policy is 1st April 2008*
- 1.2 *This policy will be reviewed annually by the Highland Health Board Endowments Committee and Highland Partnership Forum.*
- 1.3 With effect from the implementation date all employees will be entitled to awards as stated in this policy.

VALUING SERVICE POLICY

2.0 INTRODUCTION

- 2.1 In recognition of valued service to NHS Highland and the National Health Service (NHS) generally, all employees of NHS Highland are entitled to receive an Award in the year in which they attain 20, 30 and 40 years NHS service.
- 2.2 The following details the provisions that have been made for employees, during service, to recognise their commitment to the NHS.

3.0 ELIGIBLE SERVICE

- 3.1 This scheme recognises agreed service to the National Health Service obtained anywhere in the United Kingdom.
- 3.2 All service, whether attained on a full-time or part-time basis, will be counted as qualifying service. We need to ensure that part time work is not measured according to hours – so avoiding a bias toward full time workers.
- 3.3 This service does not need to be continuous and can be aggregated over more than one period of employment, subject to length of break in service.
- 3.4 Total aggregated service can be taken into account.
- 3.5 Any training undertaken in which the employee has been employed by the NHS, e.g. the former Schools of Nursing, will also qualify.

4.0 LEVELS OF AWARDS

- 4.1 All employees, on attaining 20, 30 and 40 years service with the NHS will be eligible to receive a Valuing Service Award. The current levels of Valuing Service Awards are:
- 20 years - £50 worth of vouchers
 - 30 years - £100 worth of vouchers
 - 40 years - £150 worth of vouchers
- 4.2 The award will be in the form of a NHS Highland voucher redeemable in local shops, a list of which will be made available to the recipient.
- 4.3 Employees will **not** be able to receive the cash equivalent.
- 4.4 These amounts will be reviewed on a regular basis.

5.0 PROCEDURE

- 5.1 Awards will be processed once annually, in October of each year, on a retrospective basis.
- 5.2 Eligible employees will be contacted by Human Resources, informing them of their eligibility to an Award. However, as employees who have had a break in service or where a transfer certificate has not been received may be overlooked, an article will appear at the appropriate time in staff communications asking any employee who believes they are eligible for an Award, but has not been contacted, to get in touch with Human Resources to obtain a claim form.
- 5.3 Eligible employees will receive a letter from the Director of Human Resources confirming their eligibility.

Employees will be presented with their Award at an organised event(s) annually.
- 5.4 Employees who are unable to accept their Award in person will be sent their Award by Recorded Delivery to their home address, together with an acknowledgement of receipt of vouchers form to be returned to HR Department.
- 5.5 In situations where an employee chooses to leave the NHS or retire with more than 20, 30 or 40 years service, but has not received a VSA award previously, they may apply for an award to be made and acknowledged at their leaving/retirement date. The procedure for doing this would be for the employees' line manager to contact the Head of Personnel for confirmation of service and arrangements for the provision of the appropriate vouchers.

6.0 VOUCHER SCHEME

NHS Highland will implement a voucher scheme using a third party provider where appropriate.