Long Service Awards Procedure	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Colleagues – Chief Operating Officer – Operations Committee
Is the Procedure for internal use only (Non-disclosable)?	Disclosable
Associated Policy Statements:	N/A
Authorised Owner:	Human Resources Director
Authorised Co-ordinator:	Associate Director (People Services)
Effective date:	02 November 2026
Due date for full review:	02 November 2029
Sub documentation:	N/A

Approval History

Version	Reason for review	Approval Route	Date
1.0	Migration to the POPP structure	Operations Committee (Chair's Action)	31 March 2025
2.0	Full review of scheme due to Executive Board scheme changes	Executive Board approval (for scheme changes) Procedure approval via Operations Committee (Chair's Action)	31 August 2026 02 November 2026

1. Purpose

This procedure sets out the University's approach to recognising and celebrating employees who reach long service milestones. It aims to ensure that all eligible colleagues are acknowledged fairly, consistently, and in a timely manner, reflecting the University's appreciation for their ongoing commitment and contribution.

By recognising significant service milestones, the University celebrates the valuable contributions of its colleagues and reinforces its commitment to creating a positive, inclusive, and supportive working environment.

2. Scope and Exceptions to the Procedure

This procedure applies to all eligible employees at the University of Surrey and its subsidiaries. Please note this will not apply to Emeritus or Associate staff members.

Managers, Human Resources, and other responsible teams are expected to follow this procedure to ensure that long service awards are administered accurately and consistently across the University.

Long service recognition is based on a member of staff's continuous service to the University. The following periods of service are recognised:

- 10 years
- 20 years
- 30 years
- 40 years
- 50 years

This procedure does not form part of any employee's contract of employment and may be amended from time to time.

3. Definitions and Terminology

N/A

4. Procedural Principles

In recognition of the dedication, loyalty, and valuable contributions of our long-serving colleagues, employees who reach 10, 20, 30, 40 or 50 years of service will receive a personalised letter of thanks from the Vice-Chancellor.

To celebrate this significant milestone, they will also be invited to a special luncheon hosted by the Vice-Chancellor, alongside fellow long-serving colleagues, in recognition of their outstanding commitment and service to the University.

In addition to this, those reaching 20, 30, 40 and 50 years will be recognised as follows:

20 years:	£400 award
30 years:	£600 award
40 years:	£800 award
50 years:	£1000 award

Any monetary award will be provided free of tax and National Insurance deductions. Colleagues may choose to receive their award either as a cash payment paid directly into their bank account through the normal payroll process or in the form of a voucher. Vouchers may be the preferred option for colleagues who, for example, receive any form of government benefits or who are approved to work for the University overseas, as a one-off payroll payment could affect their normal entitlements.

Once colleagues have received their letter from the Vice-Chancellor, they should confirm their preferred payment method by emailing hroperations@surrey.ac.uk. If payment through the monthly payroll is selected, the award will be processed in the next available payroll, subject to the usual payroll deadlines.

The value of the award is the same regardless of whether a colleague works full-time or part-time.

4.1 Tax Position

HMRC allows for tax-exempt long service awards to be made where:

i) the relevant period of service is not less than 20 years and;

ii) no similar award has been made to the recipient within the previous 10 years and;

iii) the total award does not exceed £50 per year of service. This includes any party or presentation costs.

5 Governance Requirements

5.1 Implementation: Communication Plan

The procedure is shared through the University intranet.

5.2 Implementation: Training Plan

The procedure is managed by the HR department and guidance is given on the procedure when required.

5.3 Review

This procedure will be reviewed every 3 years or sooner if required by a change in relevant legislation or practice.

5.4 Legislative Context and Higher Education Sector Guidance or Requirements

N/A

5.5 Sustainability

This Long Service Award Procedure supports the organisation's commitment to Sustainable Development Goal 8: **SDG 8 (Decent Work and Economic Growth)** – Promote sustained, inclusive and sustainable economic growth, full and productive employment, and decent work for all.

Recognising long-serving staff reflects our belief that meaningful, stable, and rewarding employment is central to organisational success. By celebrating the dedication and contributions of employees over time, we promote:

- **Productive and fulfilling work environments**, where individuals are motivated to grow and remain;
- **Shared economic benefit**, acknowledging that our progress is built on the sustained efforts of our people;
- A **culture of recognition and retention**, strengthening the long-term value of employment with our organisation;
- **Fair, inclusive work practices**, where all contributions are appreciated and rewarded.

6 Stakeholder Engagement and Equality Impact Assessment

An Equality Impact Assessment was reviewed and updated on 02 November 2026 and is held by the Authorised Co-ordinator.

Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Review of Version 2.0	N	16/10/26	Kelley Padley, Governance Officer
H&S	Review of Version 2.0	N	29/10/26	Matt Purcell, Director of Health and Safety
Sustainability	Review of Version 2.0	N	29/10/26	Martin Wiles
Freedom of Speech and Academic Freedom	Review of Version 2.0	N		Joshua Andresen