

Date: June 2011

Updated: November 2013

### TOPIC: 5.20 Recognition of Long Service

#### Rationale

King's College recognises that the high standards and quality of services it provides to students and the King's College community are dependent on the contribution, effort and loyalty of the staff.

#### Purpose

To recognise service and the contributions staff make to the ongoing success of King's College

#### Guidelines

1. **Long Service**
  - 1.1 King's College will mark its appreciation of service by awarding the following:
    - i. 10 Years' Service – A letter of thanks from the Board of Governors or Headmaster and Gift Vouchers to the value of \$100
    - ii. 20 Years' Service – A Certificate of Service and Gift Vouchers to the value of \$200
    - iii. 30 Years' Service – Certificate of Service and Gift Vouchers to the value of \$300
    - iv. Other service – the Chairman of the Board of Governors and/or the Headmaster may make extraordinary service awards at their discretion
  - 1.2 In addition, staff achieving 20 or 30 years' service will receive a personal letter from the Chairman of the Board of Governors.
  - 1.3 Part-time staff will be recognised on a pro-rata of full-time equivalence (FTE)
2. **Retirement**
  - 2.1 Staff who retire having already received one of the awards mentioned in i, ii and iii above, e.g. having completed 25 years, will receive a "Retirement Certificate" signed by the Chairman of the Board of Governors.
  - 2.2 Staff who retire from the College at retirement age or through early retirement will be recognised in accordance with the Gift Policy (2.5)
3. **Procedures**
  - 3.1 The Human Resources Department will, via its information system, identify on an annual basis those members of staff who have attained the specified periods of long service.
  - 3.2 Where applicable, the Head of Department will be approached to ascertain the type of vouchers the member of staff would prefer.
  - 3.3 Certificates and vouchers will be presented at the annual Board luncheon for staff or at an event hosted by the appropriate personnel e.g. Chairman of Board of Governors, Headmaster, Department Head etc.
  - 3.4 Memorial albums will contain the photos of long serving staff who have left the College and will be stored in the Archives
  - 3.5 Staff who have reached these milestones and are still currently staff members will have their photographs displayed in the Common Room.