

Antrim Borough Council

RECOGNITION OF LONG SERVICE AND RETIREMENT POLICY

LONG SERVICE

1. This policy is applicable to staff at Antrim Borough Council who have completed 25 years continuous service with the Council by 31 March in a particular year.
2. The completion of 25 years continuous service will be marked by:
 - a. Buffet/Lunch at a suitable location
 - b. Presentation of a commemorative gift e.g. crystal
 - c. Framed commemorative photograph of the presentation.
3. Service from one local authority to another, except where the move is by compulsory transfer e.g. re-organisation, will not be considered for the purposes of calculating length of service with Antrim Borough Council.
4. Presentations will be made in May of each year and will include all who have completed 25 years service in accordance with 1. above
4. The Council will be represented by the Mayor, Chief Executive, the relevant Director(s) and Line Manager(s), Human Resources representative and Public Relations Officer. The Guest of Honour, will have the opportunity to nominate one guest, e.g. partner or colleague, to attend the event. The final guest list will be at the discretion of the Chief Executive.
6. All members of staff having attained 25 years service prior to this policy being introduced and still in service with the Council at 31.03.01 will be included in the 2001 presentation (which will be held in September for this year only).

RETIREMENT

1. For the purposes of this policy the retirement age will normally refer to those employees who have attained aged 60 or over.

2. Those members of staff who retired after 31.12.00 will be included in the first retirement presentation which will take place in September 2001. Subsequent retirement presentations will take place in May of the year following retirement.
3. Retirement will be marked by:
 - a. Buffet/Lunch at a suitable location
 - b. Presentation of a commemorative gift e.g. crystal
 - c. Framed commemorative photograph of the presentation.
4. The Council will be represented by the Mayor, Chief Executive, the relevant Director(s) and Line Manager(s), Human Resources representative and Public Relations Officer. The Guest of Honour, will have the opportunity to nominate one guest, e.g. partner or colleague, to attend the event. The final guest list will be at the discretion of the Chief Executive.