



UNIVERSITY OF  
**LIMERICK**  
OLLSCOIL LUIMNIGH

**University of Limerick**

# **LONG SERVICE AWARDS POLICY**

# 1 Introduction

## 1.1 Purpose

The University recognises the importance of its employees and that they are critical to the success of the University. It is appropriate that the University expresses its gratitude to employees who have long service with the University. The purpose of this Policy is to recognise the long service of University employees in a fair and consistent manner.

## 1.2 Scope

### 1.2.1 To whom does the policy apply?

The Policy applies to all employees with the necessary years of service with the University of Limerick. Service with other employers, whether public or private, will not count for the purposes of this Policy.

### 1.2.2 In what situations does the policy apply?

The Policy for Long Service Awards applies to employees who have reached the relevant years' service with effect from 1 January 2017 on the following basis:

<b>Years of Service</b>	<b>Award*</b>
15	UL Alumni Gift
25	Watch
35	Painting
Retirement	Painting

\* Awards by way of example

A break in service will not disqualify an employee from an award. Total service in such cases will be an aggregate of the various periods of service.

### 1.2.3 Who is responsible for ensuring that the policy (and any associated procedure) is implemented and monitored?

It is the responsibility of the Director, Human Resources Division to ensure implementation of this Policy as approved.

## **2 Context**

### **2.1 Legal and Regulatory Context**

This Policy does not impact on any Irish legislation or regulations.

## **3 Policy Statements**

### **3.1 Principles**

The University of Limerick recognises the importance of its employees as being critical to its success. In order to retain and motivate its high quality employees, the recognition of their long service is to acknowledge the importance of rewarding service, commitment and loyalty of employees.

## **4 Related Procedures for Long Service Awards**

- 4.1** The Human Resource Division will monitor those employees who become eligible for recognition for a long service award and will inform the employee's line manager accordingly.
- 4.2** Long service achievements are notified on an annual basis by the President via email to the campus community.
- 4.3** Long service awards will be presented to qualifying employees by their Line Manager, Head of Department/School/Faculty/Division as appropriate. Employees who receive these awards will be presented with a Certificate of Service from the President. Departmental Managers may invite colleagues to the presentation of the award(s) to mark the recognition of the employee's long service.

## **5 Related Documents**

- 5.1** Personal Development Leave Scheme

## 6 Document Control

<b>Document Version</b>	Version 1.0
<b>Document Owner</b>	Director, Human Resources Division
<b>Approved by</b>	Executive Committee
<b>Date</b>	2 <sup>nd</sup> May 2018
<b>Approved by</b>	Finance, Human Resources & Asset Management Committee
<b>Date</b>	14 September 2020
<b>Approved by</b>	Governing Authority
<b>Date</b>	25 <sup>th</sup> September 2020
<b>Effective Date:</b>	25 <sup>th</sup> September 2020
<b>Scheduled Review Date:</b>	25 <sup>th</sup> September 2023