

LONG-SERVICE RECOGNITION POLICY – 25 YEARS

Reference number of this document	
HEMIS classification	
Aim	To provide for long-service recognition to employees who have completed an uninterrupted employment term of 25 years and longer with the University in a permanent capacity
Type of document	Policy
Accessibility	General (external and internal)
Implementation date	10 September 1983
Review date/frequency	As the need for amendments arises
Previous revisions	February 2008
Owner of this policy	Vice-Rector: Social Impact, Transformation and Personnel
Institutional functionary (curator) responsible for this policy	Chief Director: Human Resources
Date of approval	February 2008
Approved by	SU Council
Keywords	25-year service; long-service recognition; purchasing of gifts; certificate

This amended policy was drafted and is being implemented in terms of Council's original decision of 10 September 1983. The objective is to align long-service recognition with the University's switch to a cost-of-employment pay system.

The essence of the policy

That long-service recognition be granted to employees who have completed an uninterrupted employment term of 25 years and longer with the University in a permanent capacity.

1. Stellenbosch University (SU) grants long-service recognition to employees who have completed an uninterrupted employment term of 25 years and longer with the University in a permanent capacity.
2. The amount made available as reward shall be no less than 50% of the employee's monthly pensionable remuneration, with a maximum of R5 000 and a minimum of R400 per person.
3. In addition to a certificate handover at an official function, employees qualifying for long-service recognition shall also receive recognition in the form of gifts, which they may purchase themselves. However, such purchases may not exceed the amount as per paragraph 2 above. If so, the employee shall be fully liable for the additional costs.
4. Process for purchasing gift(s)
 - 4.1 Employees are required to submit a pro-forma invoice for the planned purchase(s) to the Human Resources Division, who will make the necessary payment to the supplier, following which the employee may receive the purchased product/article.
 - 4.2 Employees may also opt to receive the full available amount, or the remaining balance after purchases, in cash, provided that such amount shall be taxed in full.
 - 4.3 The award must be utilised before the end of the year in which it is made to the employee.
5. The Human Resources Division will duly notify all employees who qualify for a long-service award (25 years) in a particular year, along with their line managers.
6. The details of the employees who qualify for long-service recognition will be provided to the Corporate Communication and Marketing Division, who will officially invite the recipients to the certificate handover.

Supporting documents

Item number	Name of document	Status <i>(e.g. identified, in process or approved)</i>
	None	

Related documents

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	None	