



**RHODES UNIVERSITY**  
Grahamstown • 6140 • South Africa

# Annual Long Service Awards Protocol

<b>Responsible Committee/Unit/Division/Faculty</b>	HR division
<b>Responsible Chairperson/Director/Manager</b>	Director of HR
<b>Date</b>	October 2011
<b>Review Cycle (e.g. every 2/5/7 years etc)</b>	n/a
<b>Last Reviewed</b>	February 2022



## PROTOCOL on ANNUAL LONG SERVICE AWARDS

1. Long service awards are intended to acknowledge the loyalty and longevity of service of staff members and are not linked to salary or performance of the individual.
2. The previous and revised values of long services awards are:

	Award Value to December 2021	Award Value from January 2021
<b>10 years</b>	R1 661	R1 661
<b>15 years</b>	R2 120	R2 120
<b>20 years</b>	R2 650	R2 650
<b>25 years</b>	R3 500	R3 500
<b>30 years</b>	n/a	R4 200
<b>35 years</b>	R5 000	R5 000
<b>40 years</b>	R5 600	R5 600
<b>45 years</b>	R6 000 (Until 31 December 2014)	

From 1 January 2015, the 45 year service award will no longer be made, in order to facilitate being in a position to make more substantial awards at the other levels. From 1 January 2019 a 10 year award has been introduced. 1 January 2021 a 20 year award has been introduced and 1 January 2022 a 30 year award has been introduced.

Values will not increase automatically every year but will be reviewed every three years in consultation with the unions. The next due date for review is 2023 with any changes in the value effective 1 January 2024.

3. Eligibility for long service awards (effective 1 January 2019):
  - Full-time and part-time staff members (casual staff are excluded);
  - Staff members who are retiring within six months of their long service anniversary date;
  - Active members of staff. Therefore, staff on early retirement or medical boarding are not eligible once they have retired or been medically boarded;
  - Staff members who are on contract who were on the permanent staff during their period of service, on condition that the contract period extends up to or beyond the anniversary date;
  - Wardening staff who are not employed at Rhodes University;
  - On condition that continuous service has been provided.

Staff are eligible regardless of the source of funding of salary. Rhodes University will fund the award and associated Long Service costs in line with the Protocol (Effective 1 January 2014).

4. The calculation for long-service is as follows:
  - The period for determining long service eligibility commences on the start date of employment where such employment has been unbroken, e.g. unbroken service would apply to a staff member who has served an internship of twelve months, continued immediately on a contract basis for six months and then been appointed immediately to a post. (Where an intern does not move immediately into a contract, the date of service would commence from the date the contract

commences.) This means that periods of service on contract and permanent employment are jointly considered in calculating length of service, provided it is continuous. (Effective 1 January 2015)

- Where a staff member takes unpaid leave, the period of unpaid leave does not count in calculating the length of service.
  - The award will be paid through the payroll where the amount will be adjusted in such a way that the amount received *after tax* is the actual value of the award
5. Those staff eligible for a long service award during the course of a particular year will, at the start of each year, be advised by HR that during the course of the year they will receive a long service award. Their HoD and Dean or Line Manager and Director will also be advised of this.
  6. Human Resources will also issue an electronic communication to the Rhodes community with the names of those indentified for long service awards for the current year and advising of the date the award ceremony will take place.
  7. The awards will be made at an early evening ceremony in the Senior Common Room. Usually there will only be one event during the year, usually in June. In the event of more than one function per year, this will be determined at the beginning of the year and communicated timeously.

The ceremonies are usually attended by the Vice-Chancellor and the Director: Human Resources.

8. The evenings are organised by the Events Section of the Marketing and Communications Division who will personally contact recipients as regards their attendance and if they would like any particular guests to be invited. Recipients may invite a maximum of 3 guests over and above their HoD and Dean or Line Manager and Director.
9. Recipients will receive a framed certificate and a letter of congratulations from the Vice-Chancellor at the ceremony and, after the event, a selection of photographs.
10. The payment of the award will be made through the payroll in the month of the relevant staff member's anniversary.
11. Those staff retiring (whether early or not) and who are within 6 months of the date of their next long service award, will receive a full award when they leave the institution i.e. in their final remuneration payment. A framed certificate will be arranged and where feasible, handed over at the person's farewell party.

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*First Draft:*

October 2011 after consultation with both unions.

*Previous Updates:*

1) January 2013 based on discussions with Marketing & Communications, feedback from SAM/ALF and streamlining of process.

2) August 2014 after review of award values, in consultation with unions. Further changes as a result of changes to the Labour Relations Act in respect of employment on fixed term contracts. Changes to the awards are effective 1 January 2015.

*26 April 2019. Inclusion of a 10 year award value. Amendment to wording for eligibility to include all fulltime and part-time staff.*

*June 2021, inclusion of a 20 year award value*

*Final Update*

*February 2022, inclusion of a 30 year award value*