



Manchester
Metropolitan
University

LOYALTY AWARD

October 2008

1.1 Introduction

The University considers that it is important to acknowledge and reward its long serving employees. Therefore those employees who have completed twenty years of continuous service with the University will be entitled to receive an award in recognition of their commitment and loyalty to the organisation.

1.2 The award

Shortly before the anniversary of their 20 years' service, the employee will receive a congratulatory letter from the Vice-Chancellor, to their home address. The loyalty award will take the form of High Street gift vouchers to the value of £300, which can be collected from the Campus Finance Office on production of the letter.

In the summer term each year, qualifying staff will receive a letter from the PA/Secretary to the Director of Human Resources showing a choice of two corporate gifts. Staff will then choose a gift and advise the PA/Secretary to the Director of Human Resources.

1.3 Annual lunch

In the autumn term each year, the Vice Chancellor will host a celebratory lunch for all staff who have achieved 20 years' service in the previous academic year. Qualifying staff will receive a letter of invitation from the Director of Human Resources, with details of the date and time of the event. Employees attending the lunch will be awarded the corporate gift previously chosen. Staff unable to attend this event will receive their corporate gift after the lunch has taken place.

1.4 Process

The Vice-Chancellor will write to qualifying staff identified in the annual report from the HR Management Information section, shortly before the anniversary of their 20 years' service. Staff will receive details in the letter on how to collect the high street gift vouchers.

This policy is effective from 31 July 2008.