



## **LONG-SERVICE RECOGNITION**

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**Policy and Procedures**

**Effective: November 2023**

**To be reviewed: November 2026**

***To help the public service  
spend wisely***

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## INTRODUCTION

1. The Office of the Auditor General (“OAG” or “Office”) relies heavily on the expertise and dedication of its staff and is committed to appropriately valuing this contribution. Length of service is one of the factors evidencing staff commitment. In the absence of any CIG guidance, OAG has developed its own policy to recognise staff for their continuous service and loyalty in an appropriate and low-cost way.

## TIMING OF LONG-SERVICE RECOGNITION

2. The OAG shall recognise staff service by giving a long-service award after 5 years in the office (in whatever post(s)) and on the anniversary of each further 5 years after that.

## NATURE & AMOUNT OF THE LONG-SERVICE AWARDS

3. Long-service awards will be given as a gift and/or vouchers to the value indicated in the next paragraph. The Office will not substitute these gifts or vouchers for cash.
4. Long-service awards will be given on the anniversary of each 5 years of service, and the amounts are as follows:

| Years of Service               | Amount (CI\$) |
|--------------------------------|---------------|
| 5                              | 250           |
| 10                             | 500           |
| 15                             | 750           |
| 20 and each 5 years thereafter | 1,000         |

5. The Office will spend up to \$150 on food and non-alcoholic drinks to enable the Office to celebrate each long-service award.

## IMPLEMENTATION

6. The Auditor General has overall responsibility for the effective operation of this policy. The Corporate Services Manager is responsible for its day-to-day delivery.