

Management of Fixed Term Contracts

HR will notify line managers when an employee is approaching the end of a fixed term contract.

The line manager will then inform the employee verbally that the expiry of their contract is approaching, and that there is not an option to extend the contract. A suitable date for a meeting between the line manager and employee to discuss any options should be agreed and this meeting must be held at least 1 week prior to the date when formal written notice should be given (in the case of redundancy and fixed-term notice periods, there is an additional month of notice as well as the employee's contractual notice period). The employee will be informed that they can be accompanied at the meeting by a work colleague or Trade Union representative and that any alternative employment will be discussed.

The line manager will confirm the meeting in writing, setting out the circumstances (i.e. the impending expiry of the contract) and inform the employee that they can be accompanied by a TU rep/work colleague. A copy of this communication should be forwarded to HR who are happy to provide advice and guidance to either managers or employees who are in discussions regarding the expiry of a fixed term contract.

At the meeting, previous discussions regarding the non-renewal of the contract will be confirmed, and the employee will be given the opportunity to respond and make alternative reasonable proposals. Alternative employment opportunities within the College will be discussed with the employee who should be encouraged to submit a current CV to HR for dissemination to other departments as appropriate.

The line manager must communicate the date and outcome of the meeting to HR in writing (email is acceptable). A formal letter giving notice of termination of employment will then be issued to the employee by HR.

The employee has a right of appeal against any decision to dismiss and any such hearing will normally be heard by the Head of Department. The outcome of the appeal will be communicated to the employee in writing.

Human Resources can provide further advice and guidance to line managers and employees.