

RESEARCH COUNCIL GUIDANCE FOR ENDING FIXED-TERM APPOINTMENTS

Guidance

This document provides guidance for managers, employees and HR when dealing with queries relating to the ending of fixed term appointments.

Contents

1. Introduction
2. Principles for ending fixed term appointments
3. Guidance review
4. Amendment history

1 Introduction

This guidance sets out the Research Council approach to managing the normal expiry of fixed term appointments. For the avoidance of doubt, it does not apply to visiting workers, students, those workers provided by a third party agency or BBSRC Limited Term Contracts. The TU Side have been consulted about the contents of this guidance.

The UK Shared Business Services Ltd (SBS) provides HR services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS. In these cases reference to the SBS or System will not apply and employees should refer to the Research Council HR team for assistance.

2 Principles for ending fixed term appointments

Fixed-term contracts will normally end automatically when they reach the agreed end date or the completion of a particular task, or on the occurrence or non-occurrence of any other specific event.

The following steps may be applied by the Research Council HR team or your line manager, although the procedure may be adapted to different circumstances (e.g. a shorter fixed term appointment):

- A reasonable period before a fixed-term appointment is due to end the individual(s) will be reminded in writing of the potential end date.
- In advance of the end date a meeting should take place with the individual at which they will be reminded that the contract is due to end on the given date and the likelihood of the contract being renewed or extended. If the existing contract cannot be renewed or extended, the individual will be notified of this and any suitable alternative positions discussed. This meeting should be followed up by a letter which confirms that the fixed term appointment will end on the given date.
- Any suitable alternative work should be considered and offered to the employee before the end of the employee's current employment.
- Approximately one month before the scheduled end of a fixed-term appointment, the individual will receive written confirmation of the expiry of the fixed term, including information on any entitlement to redundancy pay (see below) and the right to appeal against the ending of their appointment. There is normally no notice period if employment is expected to end on the date specified in the contract.
- If the individual has two years' current reckonable service they will be entitled to a redundancy payment if the reason for non-renewal or extension of the current contract is redundancy. Whenever a redundancy payment is made, the employee must be given a written statement showing how the payment has been calculated.

3 Guidance review

This guidance will be regularly reviewed to incorporate any legislation changes. The TU may request that guidance is reviewed.

4 Amendment history

| Version | Date | Comments/Changes |
|----------------|-------------|-------------------------|
| | | |