

**UNIVERSITY OF LEICESTER  
PROCEDURE**

**FIXED TERM CONTRACTS &  
EXTERNALLY FUNDED POSTS  
(Procedure)**

For use in:	All Divisions/Schools/Departments/Colleges of the University
For use by:	All employees
Owner	HR Operations
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**PROCEDURE:  
FIXED TERM CONTRACTS & EXTERNALLY FUNDED POSTS**

**1. Introduction**

- 1.1 The University is committed to meeting its legal responsibilities to those staff who are employed on external fixed term funding or a fixed term contract. It will ensure that fixed term contracts are used only where appropriate and where there is an objective justification for doing so.
- 1.2 The University is committed to ensuring that staff employed on fixed term contracts are treated no less favourably than staff on open-ended contracts unless such less favourable treatment can be objectively justified.
- 1.3 This procedure is a reference guide for line managers and staff. It sets out information including the roles and responsibilities of those who operate the procedure across the University (see Appendix 1).
- 1.4 Line managers and staff are encouraged to contact the Recruitment team or the HR Advisory team, as appropriate, for advice on this procedure.
- 1.5 The University is committed to providing staff employed on fixed term or externally funded contracts advance information regarding the status of their contracts. All options will be considered to enable the retention of highly skilled staff, wherever possible.

**2. Definitions**

Casual Contract	A contract that is issued to cover a temporary need for up to 12 weeks.
Fixed Term Contract	An employment contract that is issued to cover a temporary need from 12 weeks up to a maximum of 24 months (including notice period).
Open-ended Contract (subject to fixed term funding)	An employment contract with no end date that is funded for a fixed term by a source external to the University. When the external funding comes to an end, a redundancy situation may occur.
<b>Externally Funded Post</b>	<b>A post that is financed by a source external to the University, usually to cover a fixed period of time.</b>

**3. The Procedure for Fixed Term Contracts and Externally Funded Posts**

- 3.1 There are two separate procedures outlined in the associated procedure for Fixed Term Contracts and Externally Funded Posts:
  - Procedure A: The Recruitment and Management of Fixed Term Contracts.
  - Procedure B: The Recruitment and Management of Externally Funded Posts.

**Procedure A:  
The Recruitment and Management of Fixed Term Contracts**

**1. Introduction**

- 1.1 A fixed term contract will only be issued to cover a temporary need of 12 weeks or more up to a maximum period of 24 months, including notice period.
- 1.2 A casual contract will be used to cover a temporary need for up to 12 weeks.

**2. Recruiting for a fixed term contract**

- 2.1 When a new post becomes available, a line manager must contact the Recruitment team for advice on the type of employment contract that should be issued, in line with the University's Policy on Fixed Term Contracts & Externally Funded Posts.
- 2.2 The line manager (in consultation with the Recruitment team) must consider whether an open-ended contract would be more appropriate than a fixed term contract, at the outset, *before the post approval has been sought or obtained.*
- 2.3 A fixed term contract will only be issued where there is a specific need for the post to be appointed on a temporary basis e.g.:
  - To cover maternity/sick/secondment, flexible working or any other leave;
  - Where particular/specialist expertise or skill is required for up to 24 months (including notice period);
  - Where the post is to accomplish a particular task or defined project for up to 24 months (including notice period);
  - Where University demand can be clearly demonstrated as particularly uncertain for up to 24 months (including notice period).
- 2.4 Fixed term contracts will not normally exceed 24 months, including notice period. However, in some circumstances, appointment to a single fixed term contract of longer than 24 months may be possible but should be discussed with the relevant Recruitment Adviser to ensure compliance with legislation and the University's Policy and Procedure on Fixed Term Contracts & Externally Funded Posts.
- 2.5 Where a member of staff is employed on a fixed term contract, the reason for fixed term status must be communicated in the offer letter. The reason for the use of a fixed term contract must correspond to one of the five reasons listed above.
- 2.6 Where one or more of the criteria outlined in 2.3 are met, appointment to a fixed term contract will normally be recommended by the Recruitment team. Where none of the criteria listed in 2.3 are met, a fixed term contract will not normally be issued. Where agreement cannot be reached between the Recruitment team and the line manager, advice and guidance on the matter must be sought from the relevant HR Adviser.

- 2.7 Fixed term contracts will not normally exceed 24 months, including notice period. In some circumstances, appointment to a longer fixed term contract may be possible but should be discussed with the relevant HR Adviser to ensure compliance with the University's Policy and Procedure on Fixed Term Contracts & Externally Funded Posts.
- 2.8 The Recruitment team will inform the relevant HR Adviser, as soon as possible, when a fixed term contract of less than 9 months is issued so that contact with the line manager/Principal Investigator can be established.

### **3. Managing staff on Fixed Term Contracts**

#### **a) Less Favourable Treatment**

- 3.1 The University is committed to ensuring that staff employed on fixed term contracts are treated no less favourably than staff on open-ended contracts in relation to terms and conditions, training, promotion and career development.
- 3.2 Where a member of staff employed on a fixed term contract believes that he or she has been treated less favourably than a comparable permanent member of staff, they may submit a request in writing to their line manager asking for a written statement outlining the reasons for the difference in treatment.
- 3.3 An HR Adviser will contact the member of staff to acknowledge receipt of their complaint.
- 3.4 The line manager must provide a statement within 21 calendar days of receipt, and include, where appropriate, any proposed action(s) to resolve the issue.
- 3.5 The member of staff will have the right to appeal if they are not satisfied with the outcome. The grounds of the appeal must be stated in writing, to the Director of Human Resources within 10 days of receiving confirmation of the decision.
- 3.6 The member of staff will be notified of a meeting to discuss their appeal with the next level of management, a member of HR and a trade union representative or work colleague.
- 3.7 Where the line manager was involved in the initial decision being appealed, the case will be reviewed by a manager of a higher grade, a member of HR will also be in attendance.
- 3.8 The appeal decision will be final, and details of the decision will normally be sent to the member of staff within 10 working days of the meeting.

#### **b) Conducting a Fixed Term Contract Review (at 4 years' continuous service)**

- 3.1 In line with legislation, a member of staff who has been employed for 4 or more years on 2 (or more) successive fixed term contracts will be eligible for a Fixed Term Contract Review.

- 3.2 HR will contact the line manager/Principal Investigator to remind him/her to undertake the review of the staff member's employment status. This will be done in consultation with HR. A copy of the notification will be sent to the departmental representative.
- 3.3 The line manager (in consultation with HR) may choose one of the 3 available options listed below:
- Option 1: Convert the member of staff to an open-ended contract (subject to fixed term funding where the post is externally funded);
  - Option 2: Issue a further fixed term contract – with objective justification;
  - Option 3: Begin a redundancy process (as per the Redundancy Ordinance).

#### **Option 1: Convert to an Open-ended contract**

- 3.4 The line manager (in consultation with HR) will consider whether or not it would be appropriate to issue an open-ended contract.
- 3.5 Where a post is externally funded for a fixed term, this will not preclude a line manager from offering an open-ended post, where appropriate. However, where the post is subject to fixed term funding, the open-ended contract will be offered subject to fixed term funding.
- 3.6 Once the line manager has reached a decision, HR will inform the member of staff of the change in their employment status, in writing. The start date of the open-ended contract will be the date that the staff member reaches 4 years' service. The letter will also state whether the post is subject to fixed term funding. A copy of the letter will be sent to the Departmental Representative for budgetary and monitoring purposes.

#### **Option 2: Issue a successive fixed term contract**

- 3.7 The line manager (in consultation with HR) will consider whether or not there are objective, justifiable reasons for issuing a successive fixed term contract. In doing so, the following criteria will be considered:
- Whether the contract is to cover staff maternity, sickness, secondment/flexible working or any other leave;
  - Whether particular/specialist expertise or skill is required for up to 24 months (including notice period);
  - Whether the post is to accomplish a particular task or defined project for up to 24 months (including notice period);
  - Whether University demand can be clearly demonstrated as particularly uncertain for up to 24 months (including notice period).
- 3.8 The temporary nature of external funding will not, of itself, be an objective reason to issue a successive fixed-term contract.

- 3.9 Where the grounds are not objectively justifiable i.e. they fall outside the list of criteria above in 3.7, the University will normally transfer the member of staff onto an open-ended contract, automatically. However, where a post is externally funded for a fixed term, the University will normally issue an open-ended contract subject to fixed term funding.
- 3.10 Once the line manager has reached a decision, HR will inform the member of staff of the decision, in writing. The letter will also state whether the post is subject to fixed term funding and indicate the source of the funding. A copy of the letter will be sent to the Departmental Representative and the line manager/Principal Investigator for budgetary and monitoring purposes.

#### **Appeal against a successive fixed term contract**

- 3.11 The member of staff will have the right to appeal against the decision not to issue an open-ended contract. The appeal must be submitted, in writing, to the Director of Human Resources within 10 working days of receiving confirmation of the decision and must clearly state the grounds of appeal.
- 3.12 A manager of a higher grade than the staff member's line manager will review the decision (in consultation with a member of HR).
- 3.13 The member of staff will be notified of a meeting to discuss their appeal with the relevant manager, a member of HR and a trade union representative or work colleague.
- 3.14 The appeal decision will be final, and details of the decision will normally be sent to the member of staff within 10 working days of the appeal meeting.

#### **Option 3: Begin a redundancy process**

- 3.15 Where a Fixed Term Contract Review identifies that the work being undertaken by a member of staff on a fixed term contract will or is likely to diminish/end within 12 months of the Fixed Term Contract Review date, and it is not appropriate to follow Option 1 or 2, a line manager (in consultation with HR) should follow the appropriate procedure set out in the University's Redundancy Ordinance. Advice must be sought from HR before the Redundancy Ordinance procedure is invoked.

### **c) Temporary Extensions to Fixed Term Contracts**

- 3.1 The University expects that, in the majority of cases, temporary extensions to fixed term contracts will only be issued as a brief, temporary measure e.g. to complete a project that has run over the original timescales or to extend cover where a sick member of staff has not returned to work.
- 3.2 A temporary extension to a fixed term contract will not normally exceed 3 months.
- 3.3 A temporary extension to a fixed term contract will only be granted where:
- employment will not extend beyond 24 months (including notice period) from the start date of the original contract;

- 3.4 Once financial approval is obtained, HR will produce a variation of contract to support the temporary extension on the request of a line manager. A copy of the letter will be sent to the Departmental Representative and the line manager/Principal Investigator for budgetary and monitoring purposes.

**d) Fixed Term Contracts and Maternity or Adoption Leave**

- 3.1 A member of staff employed on a fixed term contract is eligible for the same Maternity/Adoption Leave and Pay as a member of staff employed on an open-ended contract.
- 3.2 A line manager must carefully consider their actions to ensure that a member of staff does not suffer a detriment as a consequence of having/adopting a child.
- 3.3 Where a fixed term contract is due to expire during Maternity/Adoption Leave, the line manager will consider whether it may be extended beyond the original expiry date. See the Maternity or Adoption Procedure for more details.

**4. The End of a Fixed Term Contract**

- 4.1 The end of a fixed term contract is considered a dismissal in law.
- 4.2 Where a fixed term contract is due to come to an end or the work has diminished or is likely to diminish, the reason for dismissal will be “Redundancy”.
- 4.3 **A fixed term member of staff cannot be selected for redundancy because he/she is a fixed-term member of staff, unless the University can objectively justify the choice. The fact that a fixed term contract is coming to an end may not, of itself, be an objective or fair reason to select that member of staff for redundancy.**
- 4.4 Where a fixed term contract is coming to an end due to the end of external, fixed term funding, please refer to Procedure B: The Recruitment & Management of Externally Funded Posts.

**Notification of Fixed Term End Dates**

- 4.5 **HR will notify line managers/Principal Investigators and the nominated departmental representative of fixed term contract end dates, no later than 8 months in advance of a contract end date and will ask line managers/Principal Investigators whether a post is likely to continue or not.**
- 4.6 **The line manager/Principal Investigator must respond to HR no later than 7 months in advance of the contract end date to discuss the status of the contract or external funding.**
- 4.7 **Where a line manager/Principal Investigator confirms that a post will not continue past the contract end date or funding end date, the line manager (in consultation with HR) will begin redundancy consultation as soon as possible, where appropriate and in line with legislation and the Redundancy Ordinance.**

- 4.8 Where no information is forthcoming from a line manager/Principal Investigator or departmental representative 7 months in advance of the contract end date, HR will assume that the post is under threat of redundancy. HR will request the intervention of the Head of Department to ensure that the line manager/Principal Investigator begins redundancy consultation as soon as possible, where appropriate and in line with legislation and the Redundancy Ordinance.

### **Redundancy Procedure**

- 4.14 Where a redundancy situation exists, a line manager (in consultation with HR) should follow the appropriate procedure set out in the University's Redundancy Ordinance. Advice must be sought from HR before the Redundancy Ordinance procedure is invoked.

**Procedure B:  
The Recruitment & Management of Externally Funded Posts  
(Open-ended and fixed term)**

**1. Introduction**

- 1.1 Where a new post is externally funded for a period of 24 months (or more) including notice period the University of Leicester will, wherever possible, issue an open-ended contract subject to fixed term funding.
- 1.2 In order to ensure that all staff will be employed on the most appropriate contracts of employment, going forward, eligible members of staff employed on 2 (or more) successive fixed term contracts will be eligible for a Fixed Term Contract Review of their employment status when they reach 4 years' service, in line with legislation.

**2. Recruiting for an externally funded post**

- 2.1 When a new, externally funded post becomes available, a line manager must contact the Recruitment team for advice on the type of employment contract that should be issued, in line with the University's Policy on Fixed Term Contracts & Externally Funded Posts.
- 2.2 The line manager (in consultation with the Recruitment team) must consider whether an open-ended contract would be more appropriate than a fixed term contract, at the outset, *before the post approval has been sought or obtained*.
- 2.3 A fixed term contract will only be issued where there is a specific need for the post to be appointed on a temporary basis e.g.:
  - To cover maternity/sick/secondment, flexible working or any other leave;
  - Where particular/specialist expertise or skill is required for up to 24 months (including notice period);
  - Where the post is to accomplish a particular task or defined project for up to 24 months (including notice period);
  - Where University demand can be clearly demonstrated as particularly uncertain for up to 24 months (including notice period).
- 2.4 Fixed term contracts will not normally exceed 24 months, including notice period. In exceptional circumstances, appointment to a single fixed term contract of longer than 24 months may be possible but should be discussed with the relevant HR Adviser to ensure compliance with legislation and the University's Policy and Procedure on Fixed Term Contracts and Externally Funded Posts.
- 2.5 Where a member of staff is employed on a fixed term contract, the reason for fixed term status must be communicated in the offer letter. The reason for the use of a fixed term contract must correspond to one of the five reasons listed above.

- 2.6 Where one or more of the criteria outlined in 2.3 are met, appointment to a fixed term contract will normally be recommended by the Recruitment team. Where none of the criteria listed in 2.3 are met, a fixed term contract will not normally be issued. Where agreement cannot be reached between the Recruitment team and the line manager, advice and guidance on the matter must be sought from the relevant HR Adviser.
- 2.7 When appointing an individual to an externally funded post, whether it is open-ended or fixed term, the line manager/Principal Investigator must inform the Head of Department and the departmental representative of the financial implications. This includes recruitment costs (available from the Recruitment team) and statutory redundancy payments on contracts of more than 24 months (available from the HR Advisory team).

### 3. Managing Externally Funded Posts

- 3.1 Each department has a responsibility for monitoring, planning and managing the funding arrangements of externally funded staff on fixed term contracts and open-ended contracts, within the department. This responsibility includes undertaking Fixed Term Contract Reviews for existing staff when they become eligible for a review (see Section 3 b of Procedure A for more details).
- 3.2 The main individuals responsible for managing externally funded posts within a department are:
- The line manager/Principal Investigator;
  - The Departmental Representative;
  - The Head of Department.
- 3.3 Specific details about the roles and responsibilities of the above in managing externally funded posts within a department can be found in Appendix 1.

### 4. The End of Fixed Term Funding

- 4.1 Where a post is due to come to an end due to the end of fixed term funding or the work has diminished or is likely to diminish, it is considered a redundancy situation.
- 4.2 Line managers/Principal Investigators should note that where a redundancy situation is identified, they have a legal obligation to begin redundancy consultation with the affected staff (whether they are on open-ended contracts or on fixed term contracts). **The outcome of a future funding decision does not determine when redundancy consultation should begin.**
- 4.3 The University recognises that not all funding decisions will be made by the time redundancy consultation must start. However, to meet legal requirements and to treat staff fairly and equitably, consultation must begin within the specified legal timescales. This will consist of meaningful conversations with the member of staff to discuss the options available, which may include the pursuit of additional funds in order to extend the post.

- 4.4 Where continued external funding for a post is confirmed during redundancy consultation, the process of consultation will end and employment will continue.

#### **Notification of External Funding End Dates**

- 4.5 HR will notify line managers/Principal Investigators and the nominated departmental representative of external funding end dates, no later than 8 months in advance of a funding end date and will ask line managers/Principal Investigators whether a post is likely to continue or not.
- 4.6 The line manager/Principal Investigator must respond to HR no later than 7 months in advance of the contract end date to discuss the status of external funding.
- 4.7 Where a line manager/Principal Investigator confirms that a post will not continue past the funding end date or that a decision on additional external funding is still pending, the line manager (in consultation with HR) will begin appropriate redundancy consultation, in line with legislation.
- 4.8 Where no information is forthcoming from a line manager/Principal Investigator or departmental representative 7 months in advance of the funding end date, HR will assume that the post is under threat of redundancy. HR will request the intervention of the Head of Department to ensure that the line manager/Principal Investigator begins appropriate redundancy consultation, in line with legislation.

#### **Interim Funding** (between external funding streams)

- 4.9 Where there is a need for an externally funded post to continue after the original funding end date and continued external funding has not been obtained 1 month before the original funding end date, the line manager/Principal Investigator must contact their Head of Department to confirm the use of departmental funds, where possible, to cover the interim employment costs (if they have not already done so).
- 4.10 Where departmental budgets cannot accommodate the cost of interim funding, the Departmental Representative must contact the College Accountant to request College budget to cover the interim cost of the post until external funding is obtained.
- 4.11 Where college funds are unable to cover the interim cost of the post until external funding is obtained, the Departmental Representative may seek the use of central funds from the PVC Resources.
- 4.12 The PVC Resources will only provide funding where it can be demonstrated that departmental and college funds are not available. The duration of central funding will be at the discretion of PVC Resources and may be subject to review. The PVC Resources will not normally provide funding for a post where external funding has not been sought in good time, unless there are exceptional circumstances.
- 4.13 Where interim funding is approved, funding confirmation must be sent to HR by the line manager/Principal Investigator or Departmental Representative so that HR and payroll records can be updated and employment/pay can continue. In line with legislation, redundancy consultation will continue until external funding for the post has been obtained or the central funding ends.

## **Redundancy Procedure**

- 4.14 Where a redundancy situation exists, a line manager (in consultation with HR) should follow the appropriate procedure set out in the University's Redundancy Ordinance. Advice must be sought from HR before the Redundancy Ordinance procedure is invoked.

## **5. Useful Resources**

- 5.1 Members of staff employed on a fixed term basis may find it useful to familiarise themselves with the information and guidelines provided by the government. These can be found on [www.direct.gov.uk](http://www.direct.gov.uk) or call 0800 055 6688 (8am - 6pm Monday to Friday) and at [www.acas.org.uk](http://www.acas.org.uk).
- 5.2 Members of staff who are members of trade unions can also consult their union representatives (<http://www2.le.ac.uk/staff/working/unions>)
- 5.3 Line managers and staff are encouraged to discuss any questions they may have about the policy and procedure for the Fixed Term Contracts & Externally Funded Posts with a member of HR.

## APPENDIX 1

### Fixed Term Contracts & Externally Funded Posts Roles and Responsibilities

#### 1. Line Manager/Principal Investigator:

The line manager/Principal Investigator is responsible for:

- 1.1. Ensuring that they understand and adhere to the University's Policy and Procedure on Fixed Term Contracts & Externally Funded Posts.
- 1.2. Requesting advice from Recruitment or HR as early as possible if they are unsure about any aspect of the Policy or Procedure.
- 1.3. Ensuring that existing and future staff are employed on appropriate contracts in line with the policy and procedure, *before post approval is sought*.
- 1.4. Providing the nominated Departmental Representative with details of all new and existing externally funded posts so that the department can accurately incorporate the additional employment costs associated with externally funded posts into budgetary planning.
- 1.5. Applying for and obtaining continued external funding as early as possible and, where possible, no later than 6 months before original funding end dates, where a post is needed beyond the original funding end date.
- 1.6. Liaising with the nominated Departmental Representative to ensure that the necessary post/financial approvals are sought for all externally funded posts.
- 1.7. Responding to HR within the timescales outlined in the Procedure.
- 1.8. Informing the Departmental Representative and HR of any changes to the line management of staff employed on an externally funded post or a fixed term contract, to ensure that data about externally funded posts is kept up-to-date and accurate on an ongoing basis.
- 1.9. Ensuring that staff employed on fixed term contracts have equal access to training opportunities, services and facilities and career development opportunities.
- 1.10. Undertaking Fixed Term Contract Reviews (in consultation with HR) for staff with 4 (or more) years' service who have been employed on 2 (or more) successive fixed term contracts.

## **2. Head of School/Department**

The Head of School/Department is responsible for:

- 2.1. Managing the financial impact of employing staff on externally funded posts within a School/Department.
- 2.2. Planning and managing the departmental budget to cover additional employment costs related to externally funded posts/staff e.g. recruitment costs, statutory redundancy payments and interim (internal) funding between funding streams/contracts.
- 2.3. Ensuring that all line managers/Principal Investigators within the School/Department comply with the Policy & Procedure on Fixed Term Contracts & Externally Funded Posts.
- 2.4. Ensuring that all line managers/Principal Investigators are made aware of their responsibility to apply for and obtain continued external funding as early as possible and, where possible, no later than 6 months before original funding end dates.
- 2.5. Intervening where a line manager/Principal Investigator does not provide the Departmental Representative, the College Accountant or HR the required information about external fixed term funding.
- 2.6. Authorising departmental budget to cover additional employment costs related to externally funded posts/staff e.g. statutory redundancy payments and interim (internal) funding between funding streams/contracts.
- 2.7. Carrying out any investigations or hearing appeals regarding Fixed Term Contract Review decisions.

## **3. Departmental Representative**

The Departmental Representative is responsible for:

- 3.1. Being the central point of contact in respect of all the administration of externally funded posts in a department.
- 3.2. Liaising with PVC Resources or Research Support Office, as appropriate, to ensure that the necessary post/financial approvals are sought for all externally funded posts.
- 3.3. Liaising on a regular basis with line managers/Principal Investigators, the Research Support Office and HR to ensure that all fixed term funding data for the department is up-to-date and correct on an ongoing basis.
- 3.4. Liaising with HR/Recruitment to obtain estimated recruitment/redundancy costs for externally funded posts for budgetary purposes.
- 3.5. Communicating all additional employment costs associated with externally funded posts to the Head of Department, for budgetary purposes.

- 3.6. Liaising with the College Accountant and the Director of College Administration in regard to all additional employment costs associated with externally funded posts, for budgetary purposes.
- 3.7. Providing reports to the College Accountant and the Director of College Administration on a regular basis of the status of externally funded posts within the department, for budgetary purposes.
- 3.8. Reminding and chasing line managers/Principal Investigators to apply for funding at least 6 months in advance of funding end dates to ensure that the University is not exposed to unnecessary costs.
- 3.9. Supporting line managers/Principal Investigators and/or the Head of Department to complete the budgetary/post approval paperwork to request internal funding for staff between external funding streams (i.e. interim funding arrangements) from the College Accountant or PVC Resources.
- 3.10. Liaising with the Research Support Office about issues relating to the finance administration of externally funded posts.
- 3.11. Monitoring and informing the HR Department of any structural changes to the line management of staff employed on a fixed term contract or external funds.
- 3.12. Updating the Research Support Office with information relevant to the finance administration of externally funded posts e.g.
  - changes in the use of the award;
  - delays in starting the project or during its term;
  - intentions to extend the end date of the project.

#### **4. College Accountant**

The College Accountant is responsible for:

- 4.1. Planning and budgeting for additional employment costs related to externally funded posts/staff within the College that are not met by the external funder or individual departments e.g. recruitment costs, statutory redundancy payments and interim (internal) funding between funding streams/contracts.
- 4.2. Authorising College budget (in consultation with the Head of College/Director of College Administration) to cover additional employment costs that cannot be met by external funders or individual departments.

#### **5. Head of College**

The Head of College is responsible for:

- 5.1. Strategic management of externally funded posts within the College.

- 5.2. Ensuring that all Heads of Department manage external, fixed term funding within their departments and effectively plan budgets/staff spend to cover recruitment costs, redundancy payments and interim (internal) funding for staff between funding streams/contracts.
- 5.3. Carrying out any investigations and/or hearing appeals regarding Fixed Term Contract Review decisions.

## **6. The Registrar**

The Registrar is responsible for:

- 6.1. Approving budget in relation to staffing/posts in Corporate Services.

## **7. The PVC Resources**

The PVC Resources is responsible for:

- 7.1. Approving central budget in relation to staffing/posts in the Library.
- 7.2. Approving central budget in relation to staffing/posts in the Colleges where:
  - the overall pay costs for the College do not remain within those agreed in the College Plan;
  - College staffing plans differ from the strategic objectives in the College Plan;
  - the administrative support in a College does not reflect the University's unified administration.

## **8. Research Support Office**

The Research Support Office is responsible for:

- 8.1. Working with colleagues across the University to identify funding opportunities and bringing together interdisciplinary groups of researchers with common interests, to disseminate funding information and provide training in applying for grants.
- 8.2. Providing advice on costing and submission of grant applications and University authorisation for submission. This includes responsibility for negotiating contract terms with funders and collaboration agreements with other HEIs and public sector collaborators.
- 8.3. Providing post-award financial management of externally funded research projects. This includes responsibility for submitting invoices, claims and statements of expenditure.
- 8.4. Approving and confirming funding approval for new externally funded posts to line managers and HR, in a timely manner, to ensure that recruitment can begin as soon as the funds are confirmed.

- 8.5. Providing timely and accurate information/data to Departmental Representatives and HR about external funding decisions for existing research projects/staff to ensure that the University is not exposed to unnecessary risk or cost.
- 8.6. Working closely with Departmental Representatives and HR to ensure that data regarding externally funded posts is reviewed and kept up-to-date on an ongoing basis, in a timely manner.

## **9. Member of Staff**

The member of staff is responsible for:

- 9.1. Ensuring that they understand and follow the University's Policy and Procedure on Fixed Term Contracts & Externally Funded Posts.
- 9.2. Asking questions of either their line manager or HR if they are unsure about any aspect of the Policy and Procedure.
- 9.3. To assist their line manager/Principal Investigator in applying for and obtaining external funding, at least 6 months in advance of their funding end date, wherever possible.
- 9.4. To liaise with the line manager/Principal Investigator and play an active role in discussions relating to their employment.
- 9.5. To raise any issues that concern less favourable treatment or other concerns regarding fixed term status with their line manager or relevant senior manager.
- 9.6. To identify appropriate training and career development opportunities in consultation with their line manager/Principal Investigator.

## **10. Division of Human Resources**

The **Recruitment team** is responsible for:

- 10.1. Advising and challenging line managers on the most appropriate employment contract for each new role (e.g. casual, open-ended or fixed term) in line with the policy and procedure on Fixed Term Contracts & Externally Funded Posts.
- 10.2. Advising line managers/Principal Investigators at the outset of employment of Redundancy Consultation timescales where the duration of a fixed term contract is less than 9 months.
- 10.3. Ensuring that where a member of staff is recruited to an externally funded post, that the line manager/Principal Investigator and the Departmental Representative are made aware of the financial implications (e.g. recruitment costs) and any issues relating to the fixed term funding, at the outset of employment.
- 10.4. Informing the HR Advisory team, as soon as possible, when a fixed term contract of less than 9 months is issued.

- 10.5. Ensuring that offer letters state the reason for the use of a fixed term contract.
- 10.6. Issuing a copy of the Policy and Procedure for Fixed Term Contracts & Externally Funded Posts to all new members of staff employed on a fixed term contract or an externally funded post (and sending a copy to their line manager/Principal Investigator as well).
- 10.7. To supply accurate and appropriate paperwork to Heads of School/Department/College in order to facilitate recruitment.
- 10.8. Writing and issuing accurate offer letters to new members of staff, in line with the procedure.
- 10.9. Ensuring that contract issues are escalated to the relevant HR Adviser, where agreement cannot be reached between Recruitment and a line manager/Principal Investigator.
- 10.10. Liaising with Salaries and Wages regarding pay issues relating to new starters.
- 10.11. Explaining the Policy and Procedure to members of staff, on request.

The **HR Advisory team** is responsible for:

- 10.12. Ensuring that formal proceedings comply with employment law and the University's policies and procedures.
- 10.13. Advocating on the part of the institution by acting as an independent, advisory guardian and regulator of the process. Members of HR will not be an "advocate" for a manager or a member staff.
- 10.14. Providing advice to managers and staff, in accordance with employment law and the University's policies and procedures.
- 10.15. Attending and recording formal meetings. Members of HR are not permitted to chair formal meetings or undertake the role of decision maker on individual cases. Any questions from HR must be asked through the chair of a formal hearing/meeting.
- 10.16. Advising managers on the content of informal and formal letters to members of staff.
- 10.17. Accompanying the chair of a hearing to an appeal meeting, where requested.
- 10.18. Analysing data from SAP on fixed term contracts and externally funded posts (both fixed term and open-ended), 9 months in advance of potential redundancy dates
- 10.19. Informing line managers/Principal Investigators and Departmental Representatives of the end dates of fixed term contracts, no later than 8 months in advance of end dates.

- 10.20. Informing line managers/Principal Investigators and Departmental Representatives of the end dates of externally funded posts (both fixed term and open-ended), no later than 8 months in advance of end dates.
- 10.21. Analysing data from SAP for staff eligible for a Fixed Term Contract Review, 7 months in advance of eligible staff reaching 4 years' service.
- 10.22. Reminding line managers/Principal Investigators to begin undertaking a review of staff eligible for a Fixed Term Contract Review, no later than 6 months in advance of staff reaching 4 years' service.
- 10.23. Supporting and advising line managers/Principal Investigators on the procedure for undertaking a Fixed Term Contract Review.
- 10.24. Working closely with Departmental Representatives and the Research Support Office to ensure that data regarding externally funded posts is reviewed and kept up-to-date on an ongoing basis, as changes occur, in a timely manner.
- 10.25. Contacting line managers to provide assistance regarding redundancy consultation when a fixed term contract of less than 9 months is issued.
- 10.26. Monitoring and advising on the use of successive fixed term contracts.
- 10.27. Calculating redundancy payments, on request.
- 10.28. Liaising with Salaries and Wages regarding pay issues relating to existing staff.
- 10.29. Monitoring the outcome and impact of the procedure on protected groups of staff as per the University's equal opportunities obligations.

## **11. Salaries & Wages**

The Salaries and Wages Office is responsible for:

- 11.1. Providing accurate and timely information to members of staff and HR regarding pay, upon request.
- 11.2. Processing amendments to pay in an accurate and timely manner.

## **12. Staff Companion (Trade Union Representative or Work Colleague)**

The role of the member of staff's companion is as follows:

12.1. The companion has the right to:

- attend formal meetings, in the role of companion;
- address meetings at the outset (to put forward a case);
- address meetings at the end (to sum up a case);
- respond to any views expressed at meetings;
- confer with the member of staff during meetings;
- ask questions during meetings.

12.2. The companion **does not** have the right to:

- answer questions on behalf of the member of staff (i.e. if a question is directed at the member of staff);
- address meetings if the member of staff does not wish it;
- prevent any party from explaining their case.