

# HR Services

## Employee Handbook



### **Expiry of fixed-term contracts of employment which are not renewed or converted to permanent status**

The following applies to all fixed-term appointments, including those of hourly-paid lecturers.

1. Three months before the expiry of a fixed-term contract of employment, HR Services' computerised database will send an automatic e-mail to the staff member's immediate manager, copied to the staff member concerned and to the Dean of School/Director of Service. The e-mail will remind them of the impending date and it will ask the immediate manager whether or not the contract is to end. The immediate manager will notify HR Services of whether or not the contract is to end by replying to the e-mail. The message will advise that if the contract is not to be renewed on the same terms as previously that the immediate manager needs to follow section 2 below.
2. If a staff member's fixed-term contract of employment is not likely to be renewed or converted to permanent status at its expiry, the immediate manager will write to the staff member normally at least two months before the expiry date to inform the staff member of that likelihood. The letter will state the potential reason(s) for non-renewal. The letter will invite the staff member to meet the immediate manager to discuss the matter and that the staff member may bring a friend acting in a non-legal capacity or a trade union representative to the meeting. The purpose of the meeting is to consult with the staff member and to consider any reasonable alternatives the staff member or his or her representative may propose to the staff member's potential dismissal from employment at UEL.
3. The meeting referred to in section 2. should be arranged within a reasonable timescale, normally within 14 days of the staff member receiving the letter from the immediate manager.
4. The immediate manager subsequently should write to the staff member setting out his or her decisions about the post. If the decision is that the fixed-term contract should not be renewed, the letter should state that the staff member has the right of appeal by writing to the immediate manager's manager (normally the Director of Service/Dean of School or nominee, abbreviated as 'Director/Dean or nominee' in the following) within a reasonable timescale, which would normally be within a week of receiving the immediate manager's

letter. The appeal letter should state the grounds for the appeal, attaching any supporting evidence.

5. Upon receiving the appeal letter, the Director/Dean (or nominee) will write to the staff member, notifying him or her of the date and time of the appeal meeting, which should be held as soon as possible. The letter will mention that the staff member has the right to be accompanied at the appeal meeting by a friend acting in a non-legal capacity or by a trade union representative.

6. At the appeal meeting, the Director/Dean (or nominee) will consider the staff member's appeal and any supporting evidence. He/she will subsequently write to the staff member notifying him or her of their decision within seven working days of the appeal meeting.

If the Director/Dean (or nominee) has upheld the decision not to renew the staff member's contract of employment, the letter will inform the staff member of his or her final right of appeal under UEL's Appeal Policy.

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