PROCESS MAP FOR THE MANAGEMENT OF FIXED-TERM CONTRACTS

1. **Vacancy Request Form or Extension/Variation of Contract Form completed, indicating reason for FTC.**

2. **Offer of Appointment Form completed.**

3. **Personnel sends appointment letter, including reason for FTC.**

4. **Personnel emails HoD a monthly printout of all contracts due to expire within 6 months.**

5. **Is there an ongoing requirement for work of the same type?**
   - **YES**
     - **Does the objective justification for a FTC still exist?**
     - **YES**
       - HoD and Personnel Manager consider selection pool for redundancy.
     - **NO**
       - HoD prepares Variation of Contract Form.

6. **HoD and Personnel Manager discuss next steps with Personnel Manager.**

7. **HoD and Personnel Manager consider selection pool for redundancy.**

8. **Personnel sends extension letter to individual, including reason for FTC.**

9. **Personnel sends letter to individual confirming transfer to open status.**

10. **At risk / consultation meeting held between HoD, individual and representative a minimum of 30 days prior to decision meeting.**

11. **Department prepares 'at risk' letter (c.c. Personnel) and forwards to individual.**

12. **Follow-up consultation meeting with HoD as appropriate.**

13. **Final consultation / decision meeting about end of FTC held between HoD, individual and representative.**

14. **Department sends letter to individual (c.c. Personnel) to confirm outcomes of meeting.**

15. **Department sends letter to invite individual to decision meeting (c.c. Personnel).**

16. **Is the post holder to be made redundant?**
   - **YES**
     - Department issues notice of redundancy letter (c.c. Personnel).
     - Notify Personnel of decision on appropriate paperwork.
   - **NO**
     - Personel writes to advise of right of appeal & redundancy pay if applicable.

**KEY:**
- = HoD / Nominee responsibility
- = Personnel responsibility
- = HoD in liaison with Personnel