

## Fixed Term Policy & Procedure Flow Chart

### **Conversion from a fixed-term contract to a permanent contract can be requested in two ways:**

When a fixed term contract is renewed or extended on or after 4 years' continuous service the manager can request permanency

When a staff member with over 4 years' continuous service believes their contract should be converted to permanent due to none of the objective justifications in paragraph 3.0 of the Procedure applying.

### **Prepare a case requesting permanency**

- include continuous service details
- explain the rationale for the request/future business needs
- explain how the post will be funded in the future.

### **Discussion**

If the manager supports the request for permanency the manager to discuss with the relevant University Departments.

If the manager doesn't support the request for permanency the manager to discuss with the relevant University Departments.

### **Approval**

Supported requests for permanency should be inputted into Agresso by the manager or departmental administrator with the case requesting permanency, including the rationale and future funding arrangements, attached.

HR will issue an addendum to the contract of employment.