



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

## FIXED-TERM CONTRACT POLICY

Rev	Date	Purpose of Issue/Description of Change		Review Date
				2018
Policy Officer	Senior Responsible Officer	Approved By	Date	
Director of HR	Senior HR Officer			

## **Purpose of the Policy**

The University is committed to ensuring continuity of employment for its staff and to use fixed-term contracts in only specified circumstances that have been agreed with the recognised Trade Unions.

Where fixed-term contracts are used the University will ensure that they are used appropriately, staff are treated no less favourably than permanent staff, and in accordance with the Redeployment Policy, are informed of vacancies and given prior consideration for suitable vacant posts.

The purpose of this Policy and accompanying Procedure is to:

- Specify the circumstances in which fixed-term contracts may be used
- Specify how fixed-term contracts will be managed
- Identify specific issues in relation to contract research staff and hourly-paid staff
- Reduce the use of fixed-term contracts within the University
- Provide for the transfer of fixed-term staff to permanent contracts
- Specify the action required at the termination of a fixed-term contract.

## **Scope**

This policy will apply to all University employees i.e. Support staff and Academic, Managerial and Professional staff. It will not apply to employees of the University's subsidiary companies.

## **Responsibility**

It is the responsibility of the Director of Human Resources, reporting to the Human Resources Task Group and the Executive to implement, monitor and review this Policy across the University.

Deans of College, Heads of School, Heads of Department and all those who line manage are responsible for the implementation of the Policy within Colleges and Central Service Departments.

## **Core Principles**

1. The University will not take any action that it is contrary to the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 nor the Joint Negotiating Committee for Higher Education Staff (JNCHES) guidance on Fixed-Term and Casual Employment 2002.

2. The University will avoid the successive use of fixed-term contracts and will transfer staff to permanent contracts once they have completed four years' service, or earlier if appropriate, unless there is objective justification.
3. Fixed-term contracts will only be used where the University can demonstrate a real business need which is not outweighed by the detriment caused to the employee by remaining on a fixed term contract.
4. Equality of opportunity is reflected in all aspects of employment, including in the allocation of fixed-term contracts and conversion to permanent contracts.

The University will ensure that fixed-term staff:

5. Have equivalent terms and conditions of employment to colleagues on comparable permanent contracts including pay, absence provisions and pensions
6. Be provided with the same suitable working environment as permanent employees
7. Have the same opportunity as permanent staff to access services to help their career such as staff development, training, Performance Development Review (PDR) and careers advice
8. Be provided with information on and the opportunity to apply for permanent positions within the University
9. Be able to access University facilities such as libraries, intranet services, parking etc.
10. Have the right to participate in University governance and committees
11. Have their contracts reviewed to consider whether the continued use of a fixed-term contract remains justifiable on objective grounds as set out in paragraph 3 'Core Principle' above and paragraph 3.0 in the Accompanying Procedure.
12. On request, be provided with a written statement within 21 calendar days explaining any differences in their employment arrangements from those of comparable permanent employees.

### **Supporting Documents**

Fixed-term Contract Accompanying Procedure

### **Relevant Legislation (including, but not limited to)**

- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Equality Act 2010 & Wales Regulations 2011
- Employment Rights Act 1996
- Welsh Language Act (1993) & Welsh Language Measures (Wales) 2011.
- Data Protection Act 1998

<b>Bangor University Related Policies and Procedures (including but not limited to)</b>
<ul style="list-style-type: none"><li>• Recruitment and Selection Policy</li><li>• Redeployment Policy</li><li>• Strategic Equality Plan</li></ul>
<b>Review</b>
<p>This policy will be jointly reviewed every three years or whenever there is a change in relevant legislation. The circumstances in which a fixed-term contract may be objectively justified (Core Principle 3 above and paragraph 3.0 in the Accompanying Procedure) will also be reviewed in light of developing case law and legal thinking.</p>

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