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**How to manage the end of a fixed term contract**

Be aware that the end of a fixed term contract is regarded in law as a dismissal. When a fixed term contracts end, the contract can be extended, it could be changed to a permanent contract, or it can expire without renewal. This will depend on a range of factors that could include funding, the reason for the fixed term contract or the work to be completed. Where a fixed term contracts end, the member of staff may be entitled to a redundancy payment depending on their length of service.

The manager should:

* Meet with the fixed term member of staff at least four months before the expiry of the contract to provide an indication of what will happen at the end of the contract and begin discussions with the individual about the future. Even if it is not clear what will happen at the end of the contract this meeting should still be held.
* Advise the member of staff if they will be placed on the redeployment register (HR can provide advice on this point). This will ensure that they receive information on vacancies within the University.
* Liaise with HR to ensure that a letter is issued at least three months prior to the expiry of the contract, along with information on any redundancy payments where applicable.
* Undertake appropriate consultation with the fixed term member of staff. This may include discussing alternatives to the end of the contract, looking at opportunities for redeployment and taking into account the individual’s comments. HR will provide advice and support on consultation where required.
* Remember that the member of staff has the right to appeal the decision to end their fixed term contract.
* Liaise with HR regarding any final letters and communications.