For details of the procedure for managing and ending fixed term contracts and recommended timetable see <https://hr.admin.ox.ac.uk/managing-and-ending-fixed-term-contracts>

|  |
| --- |
| 1. **Employee details** |
| Name: |
| Continuous service start date: |
| Continuous service in years/months as at the expected contract expiry date: |
| Contract end date: |
| Reason(s) for fixed-term contract as set out in the employee’s contract side letter *[tick all that apply]*:  1. appointment to cover temporary staff absence ☐  2. appointment to provide specialist expertise or experience which is required for a specific time or for a specific project ☐  3. appointment to develop a product or service for which the outcome and future need is uncertain ☐  4. post intended to provide a time-limited period of training or development ☐  5. appointment to provide specialist expertise/ experience to a research project dependent on an external research grant and for which there is no expectation that the work will continue beyond the availability of that external funding ☐  6. appointment limited to the fixed period of a valid visa or work permit ☐ |
| 1. **Summary of discussions[[1]](#footnote-1) between department and the employee’s line manager concerning future of the post** (*likelihood of contract ending at expected date, consideration of alternatives to the post being ended, etc)* |
|  |
| 1. **Record of consultation meeting between the department and employee** *see*[Fixed-term contracts: as end date approaches (2 or more years’ service) | HR Support (ox.ac.uk)](https://hr.admin.ox.ac.uk/fixed-term-contracts-as-end-date-approaches-2-or-more-years-service#collapse1494911) |
| A meeting was held on ………………………...at which the employee was informed that, subject to the outcome of the consultation period, their current contract **may** end on the expected end date.  Attended by (*list everyone present*): |
| The employee asked for the following to be considered before a final decision to end the contract was made (*if relevant)*:  The following issues were discussed with the employee:   * The University’s priority candidate process, Jobs pages and e-recruitment system ☐ * Where to find guidance on jobs search ([Careers Service website](https://www.careers.ox.ac.uk/researchers) and 1:1 assistance for research staff) ☐ * Entitlement to time off for interviews/training, etc ☐ * Training opportunities ☐ * Their annual leave balance (untaken accrued leave and leave they will have accrued by their contract end date), and the arrangements for this leave to be taken before the contract end date ☐ * If the employee is pregnant, currently on, or has returned from a period of maternity leave, adoption leave, or a minimum of 1 x 6 week continuous block of shared parental leave and the child was born or placed within the past 18 months, then they have enhanced redundancy protection under legislation and should be prioritised for suitable redeployment opportunities (*this should be discussed with the department’s HRBP*) ☐ * Other [*give details]*   **Redeployment – declaration by employee**  I have been advised that:   * in the event that any suitable redeployment opportunities arise **within** this department (i.e. posts at the same, or lower, grade for which I may be suitably qualified) such posts will be discussed with me before they are advertised more widely. * I am eligible to apply as a priority candidate for suitable alternative posts in other Oxford University departments.   *Tick one and sign below*  I **do not** wish to be considered for redeployment ☐  I **wish** to be considered for redeployment ☐  Signed: *Form to be copied to employee* |
| Priority candidate letter and guidance issued on *………………….. [date]* |
| **Further information/outcome:** |

1. See [Fixed-term contracts: regular activities | HR Support (ox.ac.uk)](https://hr.admin.ox.ac.uk/fixed-term-contracts-regular-activities) and [Fixed-term contracts: as end date approaches (2 or more years’ service) | HR Support (ox.ac.uk)](https://hr.admin.ox.ac.uk/fixed-term-contracts-as-end-date-approaches-2-or-more-years-service#collapse1494901). [↑](#footnote-ref-1)