



The
University
Of
Sheffield.

Recruitment & Selection Coordinators Network.

Recruitment & Selection Network Coordinators' Network Update Email: Changes to Fixed-Term Contract Monitoring

I write to inform you of improvements made to the monitoring of fixed term contracts, which will be effective from 1 January 2014.

As part of the University's regular redundancy avoidance consultation meetings with the campus trade unions, it has been recognised that our current monitoring provides insufficient information as to the reasons for the use of fixed term contracts. This has become apparent as the majority of recorded explanations for the use of FTC states a cessation in funding, which does not accurately reflect individual and organisational circumstances.

To provide departments with more meaningful options within e-Recruitment, the table below illustrates the changes:

NEW Reasons	Replaces Existing Reasons
(a) Specialist expertise or experience in the short-term to support a specific task or project.	(i) The post requires specialist expertise or recent experience, or input from specialist practitioners, in the short-term that is not already available within the institution. (v) Where the post is funded by a temporary funding source for which a date has been identified when, with significant certainty, it is believed that the funding will cease.
(b) Cover for secondments or career development opportunities.	(iii) The contract is to provide cover for secondments or career development opportunities.
(c) Cover for peaks in demand, where contracts will expire when demand returns to normal levels.	(iv) Where the student or other business demand can be clearly demonstrated as particularly uncertain, over and above that of generally accepted fluctuations over time.
(d) Apprenticeship or other recognised training.	NEW Reason
(e) Cover for maternity/paternity/adoption leave.	(ii) To cover staff absence as appropriate, such as maternity and adoption leave, long-term sickness, sabbatical leave etc.
(d) Cover for long-term sickness absence.	(ii) To cover staff absence as appropriate, such as maternity and adoption leave, long-term sickness, sabbatical leave etc.

Please note that although these new categories do not specifically mention the cessation of funding, the circumstances leading to temporary funding should be covered within the 6 available options. For instance, even if funding is limited, it is likely that the fixed-term opportunity, in the most part, arose from the circumstances of either option a or c. Further explanation of the circumstances, outside of limited funding, should be provided in the Recruiting Manager Statement for FTC section within e-Recruitment.

By collecting better information on the reasons for using FTCs, the University will be able to have more meaningful consultations in relation to the avoidance of redundancy and the exploration of other available alternatives.

The new options will be live on e-Recruitment on 1 January 2014.

May I take this opportunity to politely remind departments of the importance of considering the transfer of staff on FTC, with 4 or more years continuous service, to an open ended contract.