**Fixed Term Contract Monitoring Process**

**Replaces current paper based fixed term contract monitoring report (Form A)**

- If the contract is ending or funding is uncertain the Manager is to hold a consultation meeting and advise them of their redeployment and redundancy options.

- **Departmental Owner receives email alerting them that the report needs completing**

- **Departmental Owner in department**

- **Department considers options for the staff**

- **No further funding/work**

- **Funding uncertain/not confirmed**

- **Funding confirmed**

  - **Departmental Owner completes the report in MyTeam**

  - **HR access the information provided & produce the notice letters**

  - **Notice letter sent to individual**

  - **HR update uBASE regarding the type of letter sent**

- **Departmental Owner only receives an email if they have staff with a fixed-term contract due to end within the next 5 months.**

- **The relevant budget holder may input to the completion of the report.**

- **Recruiter/Contract Administrator completes a contract change request to extend their contract.**

- **A hard copy of the Notice letter will be sent to the individual**

- **This automatically updates the FTCM report so the Departmental Owner has visibility of the action taken.**

**Human Resources - HR Assistants**