



similar skills or qualifications. Less favourable treatment of fixed-term staff will only occur where it is necessary to do so and where this can be objectively justified.

Where a fixed term contract is renewed, and the total period of successive employment amounts to four years or more, the status of that employee will be permanent unless a further fixed-term contract can be objectively justified. It is for the Director of POD to determine whether or not the case has been made for a further fixed term contract to be issued, in excess of four years.

For fixed term appointments of under two years the fixed term appointment will terminate automatically at the end of the term unless otherwise agreed in writing. When fixed term contracts of two years or more are coming to an end, the University of Suffolk will observe the statutory dismissal procedures. To this end, the POD team will write to the employee approximately 6 weeks before their contract is due to end to remind them of the end date and offering a meeting to discuss the contract. Following the meeting, the outcome will be confirmed in writing and an appeal will be offered (see Appendix 1). Such appeals will be determined by a manager a least one level above the dismissing manager.

#### **4. FULL-TIME STAFF**

The normal full-time working week for staff whose jobs are paid at grades 2-6 is 37 hours.

There are no specified hours of work for staff whose jobs are paid at grades 7 and above. The hours of work are defined as those necessary to carry out the duties of the post as arranged by the Chief Executive or nominee. For the purposes of making contractual calculations (like calculating hourly rates), the hours of work for a full-time member of staff paid at grades 7 and above is taken to be notionally 37 hours per week; hours in excess of that level are regarded as unmeasured working time.

#### **5. PART-TIME STAFF**

Part-time staff are those who are formally employed to work for less than a full-time week.

Part-time hours are expressed as a number of hours per week and/or as a proportion of a full-time equivalent (fte). For example, a member of support staff working 18.5 hours each week is described as 0.5 fte (where  $0.5 = 18.5$  divided by 37). For these staff, hours in excess of their contractual limit will be paid at basic rate, until the full time equivalent hours are exceeded. Thereafter, enhanced rates may apply.

Part-time contracts for staff paid at grades 7 and above, shall usually be determined against 5 days per week. For example, a member of staff paid at grade 7 and working Monday to Thursday, shall be described as 0.8 fte (where  $0.8 = 4$  days divided by 5). For these staff, hours in excess of their contracted arrangement may be regarded as unmeasured working time, until and unless a revised contractual arrangement is agreed.

Existing staff wishing to reduce their working hours, may make an application to do so in accordance with the University of Suffolk Family Friendly Policy (Flexible Working Procedures).

Part-time staff shall be paid at an equivalent hourly rate, compared to comparable staff employed on a full-time contract. University of Suffolk will apply other benefits to part-time staff on a pro-rata basis, ensuring that part-time staff are not disadvantaged in comparison to comparable full-time staff. Qualifying periods for



## University of Suffolk

### **Appeal Procedure Non-Renewal of Fixed Term Contracts Duration of Two Years or More**

In the event of the non-renewal of a fixed term contract lasting two years or more, the following appeal arrangements shall apply.

Appeals of this nature shall be determined by a senior member of staff of the University at least one level above the dismissing manager. Appeals must be submitted in writing to the dismissing manager (or other person so determined by the university) within 5 working days of receipt of the letter notifying of the non renewal of the fixed term contract.

Fixed term contracts and temporary contracts shall not be extended pending such an appeal, but may be renewed retrospectively where such an appeal is upheld.

The employee has the right to be accompanied or represented by a trade union representative, or work colleague.

At the meeting, the manager considering the appeal shall review the history of the contract and the employee (or their representative) shall describe the nature of their objection(s). The meeting will be relatively informal and each party will have the opportunity to ask questions and to put their point of view.

At the end of the meeting, the manager considering the appeal shall advise whether they uphold or dismiss the appeal or, if further time for reflection is required, the final decision will be conveyed in writing within 5 working days of the date of the meeting.

