

Outcome of Contract Review Form



This form should be completed if you are extending a Fixed Term Contract, converting to an Open Ended Contract, Fixed Term Reason Code is to be changed, Potential Activity Cease Date¹ is to be changed, Fixed Term Contract is ending or when there is a temporary or permanent change to working hours.

Employee Details

Name:	Employee Number:	Grade:
Current Contract End Date:	Contractual Hours:	
School/ Support Dept:	College/Support Group:	
Job Title:	Honorary NHS contract required: YES/NO	
Date of expiry of work permit:	Continuous Service Start Date:	
Further Leave to Remain date:		

Tick to indicate the purpose of the form and complete the relevant section below.

- | | |
|--|---|
| 1. Fixed Term Contract Extending <input type="checkbox"/> | 2. Converting to an Open Ended Contract <input type="checkbox"/> |
| 3. Fixed Term Reason Code to be changed <input type="checkbox"/> | 4. Potential Activity Cease Date to be changed <input type="checkbox"/> |
| 5. End of Employment (Complete an End of Employment Form) <input type="checkbox"/> | 6. Increase/Decrease of Hours <input type="checkbox"/> |

1. Fixed Term Contract Extending

Fixed Term Reason Code: <i>(See below)</i>	Revised end date: Reason for revised end date:
Justification for Fixed Term status selection (only 1 criterion should be used). Please provide details.	Potential activity cease date and reasons for this date: <i>(if different from revised end date)</i>

2. Converting to Open Ended Contract

With effect from:	Potential Activity Cease Date (if applicable):
Reason for Potential Activity Cease Date:	

3. Fixed Term Reason Code to be changed

Current Fixed Term Reason Code:	Reason for Change:
New Fixed Term Reason Code:	
With effect from:	

4. Potential Activity Cease Date to be changed

Current Potential Activity Cease Date:	Revised Potential Activity Cease Date:
With effect from:	Reason for Revised Date:

¹ **Potential Activity Cease Date:** is a date when it is anticipated that the need for the activity level may require to be reviewed. This date may be applicable for both Fixed Term and Open Ended Contracts and is different to Fixed Term Contract end date.

Complete this section where the information will vary from the existing contract. It is not possible to revise the salary or grading as part of this process.													
Location of Staff Member:													
New Contractual Hours:			Per week / year										
Grant Body, project title etc													
Salary charging information	% amount	Source of Funds	Cost Centre e.g.999XXX				Account Code e.g. 2130			Job Code e.g. A10001			
Day to commence if not day following expiry of previous contract:													
Authorisation (once authorised, please send this form to relevant College/Support Group HR Office)													
Authorised Budget Holder: (Name in CAPS)						Signature:							
Job title:						Date:							
HR Comments:													
HR Signature:						Date:							

NOTES

The University considers only the following to be valid, justifiable and acceptable reasons for the use of fixed-term contracts for new or renewed appointments.

Reason	Description
A	Where the funding for the activity is restricted ² and available only for a limited period and may or may not continue to be available. This reason should only be used where to do so would be compliant with the regulations.
B	Where the contract is to cover for the temporary absence of a member of staff.
C	Where the post has been created for a specific purpose to accomplish a particular task(s) of a short term duration which is not an ongoing activity.
D1	Where the contract is for defined period of training which will result in a qualification or equivalent and upon qualification the job holder can no longer be retained in the original position as they have now qualified, for example; clinical position or apprenticeship.
D2	Where the contract is for completion of a training or development programme within a specified time period which is not associated to a qualification but may be restricted by funding, for example; University Fellowship.
E	Where there is a documented decision at University, College or Support Group level that the need for a particular activity will be delivered in a different way or the need for that activity will reduce or cease at a specified date and the period of the contract does not extend beyond that date.
F	Where there is a justifiable wish to employ some individuals with recent experience outwith the University that is necessary for the post, such as short-term appointments of practising schoolteachers to teach in the Moray House School of Education.
G	Where the appointee cannot commit to an open-ended contract due to immigration/work permit restrictions.
H	Where the contract is to undertake a secondment to or from another School/Support Department or another organisation.
J	Where the contract is to provide employment linked to a specific programme of study for a fixed period of time as determined by the College/Support Group for current University of Edinburgh matriculated students
J2	Where there are no suitable University of Edinburgh matriculated students to fill a 'student employment post' this contract may be issued to a suitable individual who is not a University of Edinburgh student and may or may not be a student elsewhere

² Restricted income is defined as 'income which is received by the University in respect of a defined project and the funds must be used for that purpose and no other. If funds are not used for the specified purpose, they are generally due to be returned to the provider'.