

Fixed Term Contract (FTC) policy and procedure

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

This policy and procedure details the process for the appointment and contract termination of an employee on a fixed term contract (FTC) of employment.

Go straight to the section:

- Definition of a FTC
- Terms and conditions relating to a FTC
- Ending a FTC
- Reasons for ending a FTC

Who does it apply to?

This policy applies to all Wiltshire Council employees who are on a FTC. This policy does not apply to teaching and non-teaching staff employed in maintained schools or academies.

In matters that involve chief / statutory officers and deputy chief officers (executive director and directors) these procedures must be read in conjunction with their terms and conditions of employment and [Wiltshire Council's constitution](#).

When does it apply?

This policy applies where you are employed on a fixed term contract of employment.

When does it not apply?

This policy does not apply to agency workers or casuals.

What are the main points?

Definition of a FTC

1. A FTC contract will be used where the requirement for the role is for a specific period or purpose and for no more than 23 months.
2. An employee is on a FTC which is due to end when a specified date is reached or a specified task has been completed.
3. The contract will include a reason as to the temporary nature of the role and its end date or, if based on completion of a specific task, the expected end date.
4. Where a FTC ends on the date as stated in the original contract of employment no notice will be given.
5. Example reasons for having a FTC (but are not limited to):
 - The post is dependent on time-limited funding or other resources.
 - The purpose of the post is to complete a specific project or purpose and once completed the contract will end.
 - Providing cover for another employee who is absent on leave/currently not in their substantive post, eg maternity leave, secondment, long-term sickness absence.

Terms and conditions relating to a FTC

6. The employee will have a contract of employment and have the same terms and conditions as permanent contracted staff, apart from:
 - a. The contract will end on the date stated and no notice will be given unless,
 - i. The FTC is ended earlier than the date stated in the contract.
 - ii. the FTC end date has passed (lapsed) and no further FTC date had been given
 - b. Where any notice period is required (as per points i and ii above) statutory notice will be given as detailed in the contract.
7. FTC can be extended and a new FTC end date will be given to the employee, for example, should further funding be obtained or further time is required for the project/FTC specific work to be completed, however;
 - i. No FTC should be extended beyond 2 years.

Ending a FTC

8. Where a FTC ends on the date as stated in the original contract of employment, or in any subsequent extension notification no notice is required.

9. Where the FTC is to end earlier than the date stated in the contract or in the extension notification, or the end date has passed, then statutory notice of one week for each year of service up to a maximum of 12 weeks will be given.
10. The employee has the right of appeal against their dismissal in line with the appeals policy and procedure.

Reason for ending a FTC

11. The ending of a FTC will be due to the end of a specific task / reason as detailed in the employee's contract or subsequent extension notification

Equal Opportunities

This policy has been Equality Impact Assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Legislation

Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
Fixed-term Work Directive 1999

Data protection (privacy notice)

Wiltshire Council processes personal data collected during all stages of this policy and procedure in accordance with its data protection policy as required by GDPR. Data collected is held securely and is only disclosed to and accessed by individuals for the purpose of completing the disciplinary process and procedure.

Inappropriate access or disclosure of employee data constitutes a data breach and must be reported in accordance with the Council's data protection policy. Any such breaches may result in an investigation which could lead to action under the disciplinary procedure. The full privacy notice can be read here. [\(add in link\)](#)

Advice and guidance

If you require help in accessing or understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

Further information

There are a number of related policies and procedures that you should be aware of including:

Appointments policy

Redundancy and service redesign policy

Some other substantial reason termination procedure (SOSR)

Equality and diversity policy and guidance

For further information please speak to your supervisor, manager, service director or contact your HR case adviser.

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