

# University of London

## Human Resources Department

### Service Level Descriptions

#### Administering Contracts

#### The Objective of the Service

To ensure all contracts and statements of terms and particulars of employment are issued, amended and/or brought to an end in an appropriate manner according to the terms and conditions of employment, with the care and attention due to staff.

#### HUMAN RESOURCES WILL:

##### In respect of New Appointments:

- Issue appointment letters within 2 working days of the receipt of authorization
- Ensure all clearances are obtained and verified

##### In respect of Probationary Periods:

- Confirm in all letters of appointment the probationary review and its length
- Send memoranda to the employee's department to ensure that the probation review is carried out at the relevant stages
- Seek confirmation that the probationary period is progressing satisfactorily and advise in cases of difficulties
- Write to the employee to confirm successful completion of the probationary period

##### In respect of Fixed Term Expiry:

- Issue notices to Heads of Department and to members of staff concerning the end date of fixed term contracts normally 4 months before the expiry date (except in the case of short contracts)
- Issue extension or termination letter within 2 working days of receipt of appropriate documentation
- Consult with Trades Union representatives where appropriate

**In respect of Resignations/Terminations:**

- Send out confirmation letters when employees resign
- Manage redundancies throughout goldsmiths, including consultation with unions and with the individuals concerned
- Make arrangements for redundancy pay for staff where appropriate
- Deal with retirement or dismissal cases on the grounds of sickness or through the disciplinary procedure
- Negotiate and calculate severance/early retirement packages in appropriate circumstances
- Maintain and operate a redeployment register; consult and advise heads of department and individuals on redeployment opportunities

**What we need from the Head of Department:**

- obtain full authorisation before commencement/continuation of employment of a member of staff
- reply promptly to all standard forms and requests for information
- to produce a probationary agreement/professional development agreement including the appointment of a suitable member of staff to act as the probationer's supervisor and advisor/mentor where appropriate
- provide proper supervision and targets for probationers
- advise staff well in advance of the fixed term contract expiry date of any uncertainties surrounding the renewal of the contract
- pass letters of resignation on to HR immediately

- discuss with HR any potential severance/early retirements before taking any action
- under no circumstances, terminate employment without advice from HR

**September 2009**

**Version 2 on 2.9.09**