

## Canterbury College Guidance on the completion of Sessional & Fractional Contracts

### SESSION (TEAR-OFF) CONTRACT FORM

Each Line Manager will be issued with a Contract Book (which will have to be signed for in the same way as an Order Book), from the HR Department.

All session contracts are to be raised using this book.

These contracts can only be given to current staff or staff on the Approved Staff List, i.e. they have been interviewed, CRB, references and qualifications have been checked and a formal written offer made and signed by the Principal.

A session supply contract can not be raised for more than 8 weeks, nor should Line Managers give consecutive end-on supply contracts for more than 8 weeks. Also care should be taken to ensure that the session contract does not take an individual over **1.0FTE**

All parts of the contract order book must be completed and the form must be signed by the member of staff and properly authorised by the Director - in all cases where the total gross pay is more than £1000 by the Principal - **prior to the individual commencing work.**

The copies of the contract will be distributed as follows:

The Line Manager must give the White copy to the employee  
Blue, Pink and Yellow copies to HR for distribution  
Green copy - retained in the book by the Line Manager

***NB : Staff will only receive the White Copy, there will be no other paperwork supplied by HR, this will be the staff contract, and therefore must be filled out clearly and correctly.***

The current list of Approved Staff List can be obtained from the HR Department.

Staff on the Approved Staff List will have received a letter detailing their main terms and conditions of employment.

In the front cover of the Contract Book are notes of guidance on raising contracts, these should be followed at all times.

Any queries in the first instance should be raised with either the HR Team Leader/Contracts Administrator

### FRACTIONAL CONTRACTS FOR MORE THAN EIGHT WEEKS

To raise a contract for staff who you wish to be employed for a period of more than eight weeks and less than one year, - anything up to eight weeks can be done using the Session Contract book - the following procedure should be followed:

Check that the member of staff is on the Approved Staff List.

Check that you are being equal and fair, i.e. You can not just offer a substantial contract if you find that there is more than one person on the list able to teach that subject. You will need to advertise internally through the College Recruitment Bulletin. If only one person shows interest, and they are suitable, then hold a confirmation interview, and draw up the contract request form, otherwise a competitive interview will need to take place with the Line Manager and Faculty Head. If there is no one suitable on the Approved Staff List, please notify HR who will arrange to advertise.

Complete the contract request worksheet, year planner, job description and justification form.

The Contract Request worksheet will need to be opened as **'read only' & saved to your computer before you start to complete the sheets.** Please note: you will need to complete the Year Planner before completing the contract request and justification

***NB: If you wish to raise a contract for 0.5 FTE for more than three months, it will need to be approved by the Establishment Panel. Details of such cases should be given to the HR Team Leader in advance who will arrange for them to go forward for consideration.***

Once completed please print off the set of sheets and seek approval from your Faculty Head and relevant Director before passing to the HR department for final approval from Director of Finance & Corporate Services followed by the Principal.

HR will draw up the offer letter and the contract which will be passed to the Principal for signature.

The contract will then be sent to the member of staff.

## **FRACTIONAL CONTRACT AUTHORISATION PROCEDURES**

Please note that prior to payment being made for any fractional contract, both the contract request form, and ultimately the contract itself, must be fully authorised prior to any work commencing. The following procedures should therefore be followed so this process can be completed in a timely manner:

- Managers must complete the contract request form, allowing at least two weeks for authorisation. (Additional time should be allowed where it is known that the Faculty Head/Director will be on leave or out of the office, and therefore not immediately available to authorise the form).
- Managers should also include a relevant justification form if the contract value is over £1000. Managers should also include all relevant planning documentation with the contracts
- Managers must ensure that the contract request form is authorised by the relevant Faculty Head and Director before passing to HR for further authorisation.
- The deadline for receipt of authorised request forms from Managers into HR will be 1<sup>st</sup> of each month, for payment on the 25<sup>th</sup> of the current month.

- Should it appear that the request form will not be authorised in time for this deadline, a supply contract should be drawn up for the very first part of the employment, to ensure that the employee can be paid promptly.
- The fractional contract request form should then be completed promptly for the remainder of the contract, so that the full authorisation process can be completed prior to the next payroll deadline.
- HR will set up weekly authorisation cycles to ensure request forms are forwarded to the Director/Principal promptly for authorisation.
- As an additional reminder, HR will continue to issue emails each month to remind managers of the cut off-date.

There are 4 levels of authorisation for Fractional Contract request forms:

**Faculty Head (or equivalent)** – To confirm the academic or business need and that hours fall within plan and costs within budget;

**Academic (or line-managing) Director** – To confirm both the academic or business need and also the probity of the contract;

**Director of Finance & Corporate Services** – To confirm that hours and costs fall within agreed plans and budgets and that established staff are working to their contracted hours;

**Principal** – To review and approve overall request