

## Temporary Contracts

Version 1  
1 June 1998

1. It is recognised by the Highland Council and the trade unions that temporary contracts can be of benefit to an employer in dealing with such circumstances as, for example, long-term sickness absence.
2. The use of temporary contracts should not be abused and the following guidelines and safeguards will be taken into account by Heads of Service when temporary appointments are being made.
3. Temporary contracts will only be used for an identifiable purpose. The specific reasons for the issue of a temporary contract would include:-
  - i. sickness absence cover or maternity leave cover
  - ii. the seasonal nature of work
  - iii. temporary fluctuations in workload
  - iv. projects of a set duration
  - v. where funding is made available to the Council for a specific reason and time period
  - vi. where there is uncertainty over future budget levels or
  - vii. where the future redeployment of staff may be required
4. A contract letter will be issued to temporary staff clearly stating the reason for the temporary nature of the employment, the period for which the employment is expected to continue and the notice arrangements.
5. Temporary contracts will be reviewed at least every 3 months to determine whether there has been any change in circumstances which would imply that a temporary contract is no longer appropriate (either that a post should be filled on a permanent basis or the temporary contract should be terminated). The only exception to this would be where the temporary contract has been issued to cover a specific project and/or for a fixed period to enable a specific project to be completed.

6.

Employees who have been issued with temporary contracts will not have their employment terminated and then be immediately re-engaged as a means of avoiding the continuous employment of the employee.

7.

The duration of temporary contracts will not normally extend beyond a 2 year period, unless a specific reason for this has been identified. This will not imply, however, that where a contract extends beyond 2 years that a permanent contract will be issued, rather that the circumstances surrounding the reason for extending the temporary contract beyond 2 years will require to be investigated.

8.

Posts which have been filled on a temporary basis will be readvertised either internally or externally as appropriate prior to the post being filled on a permanent basis.