

Contract Information

APPRENTICESHIP CONTRACT

Sample Wording

[Non-Renewal of Contract Pre Meeting](#)

Sample letter inviting an employee to a meeting to discuss the non-renewal of a time limited apprenticeship contract.

[Non-Renewal of Contract Post Meeting](#)

Sample letter to an employee following the meeting to discuss the non-renewal of a time limited apprenticeship contract

Examples

[EMIS Employee Form](#)

Example of a completed EMIS form for putting an apprentice in post.

FIXED TERM CONTRACTS

Sample Wording

[Non-Renewal of Contract Pre Meeting](#)

Sample letter inviting an employee to a meeting to discuss the non-renewal of a fixed term contract.

[Non-Renewal of Contract Post Meeting](#)

Sample letter to an employee following the meeting to discuss the non-renewal of a fixed term contract.

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

FACTSHEET

[Contract Clauses](#)

Information on the detail of fixed term contract clauses.

FLOWCHART

[Non-Renewal Procedure](#)

Flowchart outlining the process for the nonrenewal of a fixed term contract

RELIEF CONTRACTS

Sample Wording

[Relief Review Letter](#)

Sample letter informing a relief worker they are to be taken out of post due to the Service's review of the relief pool.

FLOWCHART

[Process for Relief Workers](#)

Flowchart outlining the process of engaging a relief worker to provide cover for a post.

