



**25/03/2020 09:00 - 12:00**

**Title:** Varying a Contract of Employment

**Venue:** DBS Glenfield, The Old Rectory, Main Street, Glenfield, Leics, LE3 8DG

**Trainer:** ACAS Nottingham

## Human Resources

### Fixed term contracts & varying a contract of employment

**A comprehensive overview of how to manage fixed term contracts and vary a contract of employment.**

#### Outline

Varying contracts of employment is a cause of major concern for many employers. Many employment tribunal applications arise from claims of constructive dismissal or breach of contract as a result of employers not following the correct procedures.

#### Description

Programme:

- Advice on when to use a fixed term contract and when a fixed term contract may be inappropriate.
- Advice on the length of fixed terms contracts and when an employee can claim permanent status, if they have had successive fixed term contracts which cannot be objectively justified and ending a fixed term contract.
  - The business case for varying a contract of employment
  - The importance of communication and consultation
  - Managing change and the role of the manager
  - The effect on morale and performance during the change
  - Gaining agreement - the rights of the employee and employer
  - What to do if agreement cannot be reached
  - Relevant case law and legislation
  - The cost of getting it wrong.

#### Outcome

By the end of this session you will be aware of what you need to do manage fixed term contracts including how and when to communicate and consult with the workforce or their representatives when seeking to vary contracts of employment; you will also gain an understanding of the rights of employees and employers.

## Booking Information

Anyone wishing to attend this training course who do not buy into the strategic HR service are welcome to do so, subject to availability. Please e-mail; [hrservices@leics.gov.uk](mailto:hrservices@leics.gov.uk) for availability and costs.

If you have any questions regarding accessibility please contact LTS HR or the site directly.

Cancellation policy:

- 1) 100% refund 14 days or more before the course starts
- 2) 50% refund between 13 and 8 days before the course starts
- 3) 0% refund between 7 and 1 days before the course starts

Lunch is not provided, coffee/tea will be available.

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Trainer: ACAS Nottingham , Facilitator

Code: HR-0320-T002

Price per booking: 55.00

Sign up deadline: 24/03/2020