

Contract types

<p>Temporary</p>	<p>A temporary contract will be issued to an employee when the end date or length of the contract is unknown, however, the contract will indicate the anticipated length of the contract. The contract should also state the reason for the temporary status. For more information, please see Fixed-term-temporary-contract-guidance</p>
<p>Fixed Term</p>	<p>A fixed term contract will be issued to an employee when the end date or length of the contract is known. The contract must state clearly the reason for the fixed-term status to establish those specific elements of the role which could attract a redundancy payment, or whether the role is to provide cover, backfill etc. For more information please see Fixed-term-temporary-contract-guidance</p>
<p>Part time</p>	<p>A part-time contract is one where the employee or worker is contracted to work for fewer hours than the employer's normal full-time hours because the duties of the job in question are insufficient to warrant full-time working. Some part-time contracts are agreed following an employee making a successful application for a flexible pattern of work, part of a job share arrangement or negotiated as an alternative to redundancy.</p>
<p>Job Share</p>	<p>The Council has defined job sharing as a way of working where two people share a 'whole' or 'full time' position or post of at least 30 hours per week. Job sharing allows for a full week to be covered and enables flexible working in jobs which are not suitable to be carried out on a part-time basis. For more information, please see Job share Policy</p>
<p>Annualised hours</p>	<p>Employees agree to work for a specified number of hours a year. Annualised hours contracts provide flexibility in how work is scheduled and can also give employees a degree of freedom to have lengthy work-free periods to pursue other interests and to travel. The employment contract continues during the periods when the employee is not working, and the employee maintains continuity of employment.</p>

Term – time only	Employees work only during the periods that coincide with school terms and are not required to work during school holidays. Although employees who are employed on a term-time basis work for only part of the year, they remain employees throughout the whole year and the whole year counts toward their continuity of employment.
Casual hours	Casual contracts are used where the demand for work is unpredictable. For more information, please see Fixed-term-temporary-contract-guidance
Secondment	Under a secondment agreement, an employee is loaned by an employer to another part of the same organisation, another organisation in the group or an external organisation. Secondment may be used for several reasons, for example to enable the employee to learn new skills, for the host to benefit from the services of a skilled employee without having to employ one. For further information please see Secondment Policy
Acting up/Honorarium	The Council recognises that it may be necessary from time to time to apply an additional payment when an employee is requested to ‘act up’ into a higher graded post or temporarily undertake additional duties. For more information, please see Acting up and honorarium policy.
Volunteers	Volunteers are individuals who offer their skills or labour to an organisation in return for no payment. For more information, please see Volunteering/information-for-volunteers