

ST. KEVIN'S COLLEGE



PROCEDURE FOR TERMINATION OF TEMPORARY EMPLOYMENT

1. CONTEXT

- 1.1 This procedure applies where a temporary contract is due to expire. The procedure should normally be invoked 2 months prior to the contract end date.

2. PROCEDURE

- 2.1 A letter must be issued to the temporary staff member inviting them to attend a meeting with the principal to discuss the proposal to terminate their contract. The letter should provide written reasons for terminating the contract (see example in **Appendix 1**).
- 2.2 A minimum of 1 weeks' notice must be given to accommodate step 2.1 above.
- 2.3 The staff member must take all reasonable steps to attend the meetings.
- 2.4 Following the meeting a letter must be issued to the staff member, from the principal, confirming the decision (in writing) - (see example in **Appendix 2**).

In the event that the employee did not attend the meeting, a letter must be issued, from the principal, informing them of the decision. (see example in **Appendix 3**).

- 2.5 If the staff member wishes to appeal he/she must inform the Chairperson of the Board of Governors. Where an appeal is requested, the Chairperson or his/her nominee will invite the staff member to attend an appeal hearing (see example in **Appendix 4**) with an appeal sub-committee of Governors. Appeal hearings should normally be held 10 working days after the request for an appeal. The Principal may be in attendance at the appeal hearing.
- 2.6 Within 5 working days of the appeal hearing, the staff member should be informed of the final decision (see example in **Appendix 5**).
- 2.7 The employee has the right to be accompanied at any of the above meetings or appeal hearings by a colleague or a recognised trade union representative.

APPENDICES

- Appendix 1** Letter notifying Employee of proposal to terminate contract
- Appendix 2** Letter notifying Employee of outcome of first meeting
- Appendix 3** Letter notifying Employee of outcome if they did not attend first meeting
- Appendix 4** Letter notifying Employee of arrangements for appeal
- Appendix 5** Letter notifying Employee of outcome of appeal

Appendix 1 - Letter notifying Employee of proposal to terminate contract



<<Date>>

<<Employee Name>>

<< Employee Address>>

Dear <<Insert Employee Name>>

**Re:STATUTORY DISMISSAL PROCEDURES – TERMINATION
OF CONTRACT**

With reference to your employment as a <<Position>> in St. Kevin's College, I am writing to confirm that this employment is due to cease on <<date>> because <<reason>>.

Accordingly, in accordance with the Statutory Dismissal Procedures you are invited to attend a meeting with me on the <<date>> and <<time>> to discuss this matter. You may be accompanied at this meeting by a Trade Union Representative or a colleague

Yours sincerely,

<< Insert Chair of Sub-Committee's Name >>

Chair of Sub-Committee of Governors

cc Senior/ Management Officer (CCMS/EA)
Chair of the Board of Governors

Appendix 1



REPLY SLIP

TO: <<*Insert Chair of Sub-Committee's Name*>>

Re: Termination of Temporary Employment

Further to your letter dated <<*insert date*>> I wish to advise you that I will / will not be attending the meeting arranged for <<*insert date and time*>> in <<*insert venue*>>.

I do / do not intend to have a teaching colleague or a recognised trade union representative at the meeting.

Staff Members Name: _____

Date: _____

Appendix 2 - Letter notifying Employee of outcome of first meeting



<<Date>>

<<Employee Name>>

<< Employee Address>>

Dear <<Insert Employee Name>>

Re: Termination of Temporary Employment

Thank you for attending the meeting on <<insert date>> during which we discussed the proposal to terminate your employment in <<school name>>.

Having considered your representations and all of the relevant information, I wish to confirm that the decision has been made that your employment will terminate on <<insert date>> as your written contract specified an end date of <<insert end date>>.

I wish to advise you that you may appeal against this decision. If you wish to do so, you should notify your intention within 5 working days giving your grounds in writing to <<insert name of Chairperson of the Board of Governors>>.

On behalf of the school I would like to thank you for your service and I wish you every success with your future career.

Yours sincerely

<< Insert Chair of Sub-Committee's Name >>

Chair of Sub-Committee

cc Senior/ Management Officer, CCMS/EA
Chair of the Board of Governors

Appendix 3 - Letter notifying Employee of outcome if they did not attend first meeting



<<Date>>

<< Employee Name >>

<< Employee Address >>

Dear <<Insert Employee Name >>

Re: STATUTORY DISMISSAL PROCEDURES – TERMINATION OF CONTRACT

I refer to my letter of <<insert date>> and note that you did not avail of the opportunity to attend the meeting scheduled for <<insert date>>.

I wish to confirm that the decision has been made that your employment will terminate on <<insert date>> as your written contract specified an end date of <<insert end date>>.

I wish to advise you that you may appeal against this decision. If you wish to do so, you should notify your intention within 5 working days giving your grounds in writing to <<insert name of Chairperson of the Board of Governors>>.

On behalf of the school I would like to thank you for your service and I wish you every success with your future career.

Yours sincerely

<< Insert Chair of Sub-Committee's Name >>

Chair of Sub-Committee

cc Senior/ Management Officer, CCMS/EA
Chair of the Board of Governors

Appendix 4 - Letter notifying Employee of arrangements for appeal



<<Date>>

<< Employee Name>>

<< Employee Address>>

Dear <<Insert Employee Name>>

**Re: STATUTORY DISMISSAL PROCEDURES – TERMINATION
OF CONTRACT**

Further to your letter dated <<insert date>> I am writing to confirm the arrangements for your appeal hearing.

You are invited to attend an appeal hearing on <<insert date and time>> in <<insert venue>>.

I should also advise you that you have the right to be accompanied at this meeting by a recognised trade union representative or colleague.

Yours sincerely

<<Thomas O'Reilly - Chairperson of Board of Governor's >>
Chair of the Board of Governors

cc Senior/ Management Officer, CCMS/EA
Principal

Appendix 5 - Letter notifying Employee of outcome of appeal



<<Date>>

<< Employee Name >>

<< Employee Address >>

Dear <<Insert Employee Name >>

I refer to your attendance at the appeal hearing on <<insert date >>.

I wish to advise you of the outcome of your appeal:

Either: Your appeal has been unsuccessful and your temporary employment will cease on <<insert date >>.

Or: Your appeal has been upheld and the outcome is as follows:

Yours sincerely

<< Thomas O'Reilly - Chairperson of Board of Governor's Name >>
Chair of the Board of Governors

cc Senior/ Management Officer EA/CCMS
Principal