



Fixed Term Employment Procedure

Procedure Number
WCDHB-HR-0013

Version Nos:
6

1. Purpose

West Coast District Health Board (WCDHB) will follow this Procedure where it is intending to employ a person to cover a specific situation to undertake specific duties for a specific period of time.

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

For the purposes of this Procedure:

Fixed Term/Temporary Employment is taken to mean where an individual is employed to cover a specific situation to undertake specific duties for a specific period of time.

4. Responsibilities

For the purposes of this Procedure:

the relevant *Manager* is required to:

- ensure that fixed term /temporary staff are employed in accordance with the WCDHB Recruitment & Selection Procedure;
- ensure that the requirement for the specific period of employment is clearly communicated to the fixed term /temporary staff in their letter of appointment/terms and conditions as per the Employment Relations Act and its amendments.

the *Human Resources Department* is required to:

- support and assist the relevant Manager

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 WCDHB recognises that staff may be employed on a fixed term/temporary basis to cover staff shortages during periods when permanent staff are absent owing to leave, prolonged illness or to complete a specific project.
- 1.01 Before employing a staff member for a fixed term/temporary period, the relevant Manager is required to be able to demonstrate that a staff member is required to be employed on a temporary basis for a fixed term.
- 1.02 The same procedures as for a permanent employee for ascertaining the individual's professional scope of practice and ability to work in New Zealand must be carried out prior to confirmation of the fixed term offer of employment.
- 1.03 Fixed term/temporary staff are to be informed by the relevant Manager in their letter of appointment that their employment is clearly temporary for a fixed term and that there is no obligation of any continuation of employment once the term of employment has been completed.

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- 1.04 Fixed term/temporary term staff shall be treated in a fair and reasonable manner, and not disadvantaged in any manner during their term of their employment.
- 1.05 Before commencing their employment, fixed term/temporary term staff are required to undergo pre-employment health screening as per the WCDHB Pre-Employment Health Screening Procedure.
- 1.06 If the relevant Manager wishes to extend the period for which the fixed/temporary term staff member is employed, they will be required to demonstrate to the relevant General Manager that there is a need for this to occur, and the approval of the relevant General Manager is required before any formal offer can be made to the staff member concerned. This must be done prior to the contract period ending.

7. Precautions And Considerations

- ➔ Fixed/temporary term staff must be clearly informed of their status and must be treated in a fair and reasonable manner
- ➔ Before commencing their employment, fixed term/temporary staff are required to undergo pre- employment health screening.

8. References

There are no references associated with this Procedure.

9. Related Documents

- WCDHB Recruitment Procedure
- WCDHB Pre-Employment Health Screening Procedure

Revision History	Version:	6
	Developed By:	Corporate Services: HR
	Authorised By:	Chief Executive officer
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