**A – Z of CONTRACTUAL TERMS/EXPRESSIONS**

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| Annualised Hours | A contract where the employee agrees to work for a specified number of hours each year. The times of attendance/work are not normally stipulated within the contract. |
| Apprentices | An apprenticeship is a real job with training which will allow the apprentice to earn whilst they learn, at the same time as gaining a nationally recognised qualification. |
| Casual | No commitment by either party to work. As and when basis. No continuity of employment.  |
| Contract of Employment | The legally binding agreement between and employer and an employee. They consist of empress terms written into the employment contract and the implied terms which are not expressly stated. The document in which the expressed terms are provided and the employee signs is known as the Statement of Particulars.  |
| Contract for Services | Self-employed/Registered with HMRC should have contract for services setting out terms/objectives/KPI’s. |
| Contract of Service | Employee of the organisation. Issued with Statement of Particulars.  |
| Fixed-Term | A contract that ends on a specified date or on the occurrence of a particular event such as loss of funding or completion of a task. The duration of the fixed-term contract may be for any period. Fixed-term contracts may provide that notice to terminate can be given before the termination date. If there is no notice provision, employment is guaranteed for the full period.  |
| Fractional | Part-time post – fraction of full-time post. |
| Flexible Hours | Employee undertakes to be available for work but the employer does not undertake to provide work and will only pay for work actually done. Employee has continuity of employment from the date contract commenced. |
| Full-time | Any employee working 36.5 hours per week |
| Indefinite Period | Continue indefinitely until notice is given by either party |
| Job-Share | Job not separated. Duties and functions are shared. May require cover for holidays if included in contract. |
| Job-Split | Post is split into separate parts. Incumbents are independent of each other. |
| Minimum Hours | Where a minimum number of hours is guaranteed within the contract e.g. per day/week/term/year. |
| Open Ended | Continue indefinitely until notice is given by either party |
| Part-time | Any employee is contracted to work less hours that a full-time employee (1FTE) At Exeter, 36.5 hours a week |
| Part-Year | An employee who is contracted to work less than 52 weeks a year.  |
| Permanent | Continue indefinitely until notice is given by either party |
| Secondment | Employee is loaned to another part of the organisation or employer. |
| Specific purpose/project task | Contracts for the completion of a specific task automatically terminate once the purpose/project/task is completed e.g. sickness cover/maternity cover. Also covered by law protecting fixed-term employees. |
| Statement of Particulars | The written document setting out the expressed terms of employment normally provided to employees with the formal offer of employment. Note: The contract of Employment consist of empress terms written into the employment contract and the implied terms which are not expressly stated.  |
| Substantive  | Forms part of on-going establishment/permanent position/main position |
| Temporary | A contract which gives no expectation of permanence. No termination date or the event on which the employment will end is specified.  |
| Term-time | The employee works only during those periods that coincide with school terms and is the employee is not required to work during school holidays.HE have different term-times for UG and PG students and from Schools and so should only be used where it is intended to relate to school term dates. |
| Volunteers | Skills or labour are offered to an organisation in return for no payment. |
| Zero Hours | Employee undertakes to be available for work but the employer does not undertake to provide work and will only pay for work actually done. Employee has continuity of employment from the date contract commenced. |

NOTES:

* A contract can be a combination of the above terms e.g. Permanent zero hours contract or fixed-term zero hours contract, full-time, part-year contract or part-time, part year contract.
* FTE - 0.5 FTE could mean all year round, 17.5 hours or 35 hours for 26 weeks.
* Pay arrangements don’t relate to type of contract e.g. Part-Year is paid over 12 months.
* Regular patterns of work can change the basis of the contract.