



Produced in partnership with



Advice Note: HR Contracts and Contractual Documentation – key dates for approaching the end of term

Summary

As we approach the end of the Summer Term we know that you will be dealing with an increase in recruitment and contractual changes for your existing employees, in preparation for the start of the new academic year - and we appreciate that, where possible, you will want to issue contractual documentation before the School holidays begin.

Whilst we continue to make every effort to issue contractual documentation as soon as possible, following the submission of instructions on the Portal, we wanted to take this opportunity to remind you of our usual turn-around times. We would also ask that **if you're intending to submit Portal submissions to us over the next month which require contractual documentation prior to the end of term, you submit them to us as early as possible.**

Instruction submission deadlines

On or before 8 July 2021

For instructions submitted **on or before 8 July**, we intend to issue the related contractual documentation to the School by the last day of term. (Please note, this does not include instructions which require further information or queries with the School.)

After 8 July 2021

For instructions submitted **after 8 July**, EPM will endeavour to issue contractual documentation prior to the last day of term, however, we are unable to guarantee that this will be the case.

Please be assured that the team will continue to work through August to process the instructions received as quickly as possible, ensuring that the documentation is available to you at the earliest opportunity.

New starter requirements

As a reminder, following the introduction of the Good Work Plan in April 2020, all employees must be issued with a Statement of Particulars on or before commencement of employment.

In order for EPM to support Schools in achieving compliance, all instructions must be submitted via the Portal **at least 10 working days prior to the date of appointment**. This will allow sufficient time for necessary pre-employment checks and administration to be completed.

This is of particular importance for new starters commencing employment in September. Since April 2020, 47.8% of instructions received by EPM, which require a contract being issued, have been non-compliant with the Good Work Plan.

Fixed term contracts

For fixed term contracts, please ensure these are ended with a resignation instruction prior to their end date. Failure to do so may result in pension implications and delays in issuing P45s.

Pay award reminder

In readiness of the pay award implementation and upon consideration of the feedback received last year, we are in the process of updating our EPM Portal to capture pay award decisions for cost of living increases to salaries for Teachers and Support staff, in preparation for when the national positions are confirmed. We will seek confirmation that the decision to implement the pay award has been verified and approved as required by Trustees/Governors.

Once the Portal access is in place, **decisions will be mandatory through the Portal and not by other means**, such as via email to individual contacts.

As a reminder, it is worth starting to consider any decisions as the **deadline for any pay award decision to be applied for all our customers, will be no later than the 1st of the month for application**. Any decisions received after the 1st of the month, will be applied the following month. Please ensure that these deadlines are considered when scheduling Trustee/Governor meetings to ratify a pay award decision.

Please look out for further updates in early July relating to the pay award, including further guidance on the submission of instructions.

Thank you in advance for your continued support, please do get in touch if you require further advice. Please note that during the summer months, your named contact may take annual leave, however, your administration team will be on hand to answer any queries and issue contractual documentation. If you find your named HR Administrator is unavailable on the telephone, please follow the option to speak to another member of the team.