|  |
| --- |
| **Process Name:** Contract Change (Employees and Managers) |
| **Summary of Purpose:**The purpose of this procedure is to outline the steps that employees and managers should take when a requesting or agreeing a change of contract of employment  |
|  | **Responsibility** | **Timescale** |
| **Process Steps**1. Employee completes Parts A-D of the Application to Change Contract of Employment, and forwards to manager for completion of Part E of the form (approval);
2. Manager considers whether to support the request. This may include discussing with HR to consider the contractual or statutory implications.
3. If the manager decides the federation cannot support the request, they should seek the support of HR.
4. If yes, the manager completes Part E, and forwards to Human Resources for further processing.
 |  |  |
| **Exception Management**Variations to this process should be discussed with HR Manager – GP Federations |  |