
6 Temporary Suspension of Pay due to end of limit of tenure

Scenario: Very common with Researchers and research assistants where they were employed on a fixed term basis as a result of the conditions of their funding. At the end of their tenure there are a number of scenarios that might occur including:

- Them leaving the University, and potentially eligible for a redundancy payment
- The current funding is extended on their current contract/role
- Their institution agrees to extend their role and fund from institutional funds
- They are redeployed on another research grant or project.

In any of the latter three cases it is hoped that by the time the limit of tenure expires on the first contract arrangements are in place to fund for their continued role. However, in some instances particularly where they are being deployed on a new grant there may be a time lapse where the new funding is inaccessible (e.g. waiting for a research grant project to be set up in CUFS by RSD). In these instances although they will be identified in TRENT as a leaver on a specific day they will not be detached from payroll at this point. Instead their contract will be 'suspended'.

This will be handled by the East Room either at contract level (if the person is only occupying one position) or at position level if they are currently holding two positions and only one is to be suspended. The latter is actioned by suspending the Basic Pay element. There is currently discussions about how long a person should be 'suspended from Payroll' for because although they are not getting paid they will still be accruing 'continuity rights' which in time might lead onto redundancy and unfair dismissal claims. This is an area that will need to be actively managed by the Personnel Division outside of Trent.

However, current University practice is that 'assistant staff' members whose limit of tenure expires are not suspended from the payroll and will continue to receive payment.

The effect of this suspension is that they will be removed from the pay run for that payroll and no tax refunds, pay slips or P45s will be produced.