

**Office of Human Resources**  
**Guidance Notes**  
**Limited Term Appointments for Serving Civil Servants**

**1. Introduction**

- 1.1 Limited Term Appointments are generally used as a means of providing staffing resources to address additional workload requirements, or to cover absences, for a defined period of time, when other means of dealing with the identified workload/absence, for example redistribution of work, are not considered appropriate.
- 1.2 Limited Term Appointments also provide a useful means by which staff development can be facilitated.
- 1.3 For the purposes of this note, the term 'Department' includes Statutory Boards and Offices of Government.

**2. Applying for a Limited Term Appointment**

- 2.1 The Civil Service Commission has determined that a Civil Servant must seek written notification, from their current line manager, regarding whether they will be able to return to their substantive post, when applying for a Limited Term Appointment elsewhere in the Civil Service.
- 2.2 Where such confirmation can be given by the line manager then the appropriate section of the job application form must be completed. Where a line manager cannot give this assurance, then he/she must refer the matter to the Accounting Officer for consideration.
- 2.3 The Accounting Officer will be asked to confirm whether the applicant can return to another post within the Department at the same or equivalent grade.
- 2.4 A Civil Servant taking up a Limited Term Appointment, without confirmation of a return to their substantive or an equivalent post will remain a Civil Servant at the end of the Limited Term Appointment.
- 2.5 In these circumstances the Civil Servant will be placed in an equivalent post within the Civil Service, by the Office of Human Resources, in accordance with Regulation A11 of the Civil Service Regulations. Such a placement may be within the terms of the redeployment procedure.

**3. Vacancies Arising from Limited Term Appointments**

- 3.1 A Line Manager will need to consider what action should be taken regarding a vacancy occurring if the post-holder accepts a Limited Term Appointment. For example:-
  - the post may be advertised as a Limited Term Appointment, such appointment should not extend beyond the scheduled date of return of the substantive post-holder;
  - the post may be left vacant (in abeyance); or,

- The post may be offered to other staff as a development opportunity, on the basis of substitution or sideways transfer into the post.

#### **4. Expiry of Limited Term Appointments**

- 4.1 No later than three months before the end of the Limited Term Appointment, the current line manager should liaise with the post-holder, the Office of Human Resources and Finance Payroll to confirm that the Limited Term Appointment is coming to an end.
- 4.2 Subject to the status of the post-holder, one of the following courses of action should be taken: –
- i) A Civil Servant who will return to their substantive role;  
The line manager will need to liaise with the line manager of the substantive post to ensure arrangements have been made for the Civil Servant's return.
  - ii) A Civil Servant who returns to an equivalent role in their original Department;  
The line manager will need to liaise with the Department the Civil Servant originated from and the Office of Human Resources to ensure arrangements have been made for their return.
  - iii) A Civil Servant who will be placed in a substantive or equivalent role, elsewhere in the Civil Service;  
The Office of Human Resources, in partnership with the Department which made the Limited Term Appointment, will seek an equivalent post. The post-holder will remain with the Department where the Limited Term Appointment was undertaken until a placement is found or the Redeployment Procedure is exhausted.