

MSUKALIGWA LOCAL MUNICIPALITY EXIT OR TERMINATION POLICY



Approved Date: 03 July 2023

Review Date: as when necessary

EXIT MANAGEMENT POLICY

Exit Management Policy

Policy Governance

Exit Management Policy	
Policy Number	
Policy Name	Exit Management Policy
Policy Status	NEW
Date of last Approval \ Reviewable	
Policy review / Development	Policy to be reviewed with the Budget approval process every year
Date of next review	With the Budget approval process in May 2021
Purpose	The policy ensures that all matters between the Municipality and the employee are suitably finalised when the employee's employment comes to an end
Aims and objectives	<ul style="list-style-type: none"> • To enable improved management of municipal systems and resources. • To enable the Municipality to benefit from employee feedback. • To improve the efficiency of the process of terminating employment. • To ensure that all municipal equipment is returned and all financial obligations to the Municipality has been paid. • To ensure that all outstanding payments due to the employee are appropriately calculated. • To ensure that the employee has delivered all outstanding deliverables assigned on the due dates.
Policy custodian	Director Corporate services
Related Policies and Legislations	<p>The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)</p> <p>The Labour Relations Act, 1995 (Act No. 66 of 1995)</p> <p>Compensation for Occupational Injuries and Diseases Amendment Act [Act 130 of 1993]</p> <p>Local Government: Disciplinary Regulations for Senior Managers, (Government Notice No. 344), as published in Government Gazette No. 34213.</p>
Approving authority	Council
Applicability	To the Municipal Manager and Director Corporate Service
Amendments to the Policy	<ul style="list-style-type: none"> • NEW
Policy Benchmark and References	<p>The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)</p> <p>The Labour Relations Act, 1995 (Act No. 66 of 1995)</p> <p>Compensation for Occupational Injuries and Diseases Amendment Act [Act 130 of 1993]</p> <p>Local Government: Disciplinary Regulations for Senior Managers, (Government Notice No. 344), as published in Government Gazette No. 34213.</p>
Stakeholders Consulted	Unions, Management
Accountability	The Municipal Manager is accountable for the proper implementation of this policy.

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1. Policy Purpose

The policy ensures that all matters between the Municipality and the employee are suitably finalised when the employee's employment comes to an end. These procedures are to be followed whenever employees cease employment with the Municipality. The policy aims to achieve the following outcomes:

- All the relevant role players are informed of the procedures which follow the decision to terminate employment.
- HR management receives timely and complete advice which enables the efficient processing of the termination of employment and the accurate calculation of termination payments.
- Employees leaving the Municipality have the opportunity to provide feedback on the nature and organisation of their work.
- Procedures are put in place to review this feedback and consider its implications for municipal policies and procedures.
- Workgroup managers have more effective control over workgroup resources.
- Access to municipal systems and resources is controlled more effectively; and
- Employees leaving the Municipality are informed of and formally acknowledge their on-going obligations with regard to confidentiality and intellectual property rights.

2. Policy Objective and Scope

The following objectives of this policy applies to all situations where an employment contract between an employee and the Municipality are ended and includes the termination of employment through resignation, retirement, the completion of contract employment, permanent transfer to another government agency, or dismissal.

- To enable improved management of municipal systems and resources.
- To enable the Municipality to benefit from employee feedback.
- To improve the efficiency of the process of terminating employment.
- To ensure that all municipal equipment is returned and all financial obligations to the Municipality has been paid.
- To ensure that all outstanding payments due to the employee are appropriately calculated.
- To ensure that the employee has delivered all outstanding deliverables assigned on the due dates.

3. Definitions

The following definitions are applicable to this policy:

“Resignation” – a formal notification of leaving a paid or unpaid job.

“Interview” - a meeting during which somebody is asked questions, e.g., by a prospective employer.

“Record of Interview” - a transcript, report on, or recording of an interview.

“Notification” - to announce or report something officially or make something officially known.

4. Legislative Framework

The following are applicable to this policy and where the content of the policy is misaligned the legislative prescript will prevail.

The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)

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The Labour Relations Act, 1995 (Act No. 66 of 1995)

Compensation for Occupational Injuries and Diseases Amendment Act [Act 130 of 1993]

Local Government: Disciplinary Regulations for Senior Managers, (Government Notice No. 344), as published in Government Gazette No. 34213.

5. Policy Target Audience

This policy applies to all individuals employed by the Municipality and the relevant supervisors.

6. General Provisions

The following section provides elements required for a successful exit management process.

6.1 Resignation Notification

Employees are required to provide timely and appropriate written advice of their intent to terminate employment with the Municipality according to the conditions of employment specified in the acts, regulations and their employment contract.

Where a person's employment is to be terminated for any other reason, for example death or dismissal, the HR need to aware of the relevant implications for the effective management of these procedures.

6.2 HR Management

All process related to the termination of service should be managed by the HR departments who should also be the custodians of relevant records on completion of the processes. HR should interact with all role players in the process and have process in place to validate the information captured on the relevant forms by them.

6.3 Resignation Clearance Forms

Upon receiving a notification that an employee service will come to an end; HR should provide a clearance checklist to the employee. HR should develop and maintain the clearance form.

The clearance form should list the relevant task that must be completed who responsibility it is and a task signoff area against each task to capture the signature of the relevant official, indicating that the task has been. The form should indicate the responsibility of each party.

The employee must collect all the required signatures from the relevant officials indicating that there are no outstanding matters.

The checklist also serves as a notification to the relevant official the employee' is being terminated.

6.4 Notification to Finance

HR should notify the internal finance department of the termination of employment and obtain assurance that all outstanding claims have been processed. Information regarding any un- processed claims must be obtained and used during the final salary reconciliation.

6.5 Notification to Information Technology

HR should notify the head of the internal IT department of the termination of employment and obtain assurance that all IT equipment issued and assigned to the employee has been returned, and that the municipal data are returned.

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6.6 Network and Hard Drive Files

The head of the IT departments is to ensure that the employee's work and personal files are to be copied, moved and/or deleted as appropriate. Care needs to be taken that any required business files and records are retained and remain accessible. Files to check include:

- e-mail.
- shared, group and/or personal drives; and
- hard drives.

Emails received and replied to should be forwarded automatically to the supervisor for the remainder of the employee tenure.

Employee access Control to IT Infrastructure must be limited to read and view only and right to delete must be removed.

A suitable final date for access to IT infrastructure should be determined on a case-by-case basis and agreed upon by the Supervisor, head of IT and Head of HR.

6.7 Security and Access

The following items must be returned before upon receiving the notice of termination:

- access security card(s), swipe card(s) and/or keys.
- Municipal name tag(s)/badge(s); and
- Office, cabinet and/or safe keys.

6.8 Official Vehicle

The supervisor is required to ensure that all access to government vehicles is cancelled, paperwork is up-to-date, outstanding claims are lodged and reimbursements made. For example, this includes the return of:

- all car keys and remotes
- Owner's manual, service logbook
- Traveling log; etc.
- Approved Vehicle Inspection report.

6.9 Notification to Supervisor

Upon the receipt of an employment-termination notification HR should inform the supervisor and head of the relevant departments accordingly.

Control processes linked to the employee's responsibility must be reassigned.

The supervisor should make a recommendation on the actions required on any outstanding deliverables and or work in progress.

The supervisor is required to arrange for any departmental files held by the employee to be returned and filed appropriately. Any electronic files held by the employee that include business-critical information are to be copied and/or made accessible on the appropriate network(s).

6.10 Reconcile Leave Register

Upon receipt of the employee's resignation HR should reconcile the outstanding leave records of the employee to determine the leave balance.

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6.11 Delegations Signature Authorisations

The employee's delegated authority must be terminated timely and aligned with the specific.

6.12 Other Departmental Resources

The workgroup manager is responsible for arranging the return or appropriate reimbursement for any other departmental resources issued or loaned to the employee. For example:

- credit card(s)
- library resources and loans.
- manuals, curriculum, policy and procedural documents.
- teaching materials, team resources and/or textbooks.

6.13 Office and Home Office Equipment

The HR is required to arrange for all office and home office equipment to be returned. For example:

- mobile phone and/or pager.
- home office equipment

6.14 Final Salary calculations

HR/Expenditure should calculate the final salary and should include the following items as part of the final calculation.

- Reconciliation of all third-party deduction.
- Outstanding reimbursements.
- Final Income Tax deduction.
- Reconciliation of medical benefit contribution.
- Reconciliation of retirement benefit contribution.
- Any deductions relating to lost equipment, assets assigned to the employee or other outstanding financial obligations the employee might have towards the Municipality.

6.15 Exit Interview

It is important to ensure that employees leaving the department can provide feedback on the nature and organisation of their work, either through a written Exit Report or a face-to-face Exit Interview, which must take place before the last day of employment and be performed by HR.

This will enable the Municipality to have more effective control over resources and ensure that exiting employees are informed of and formally acknowledge their on-going obligations about confidentiality and intellectual property rights.

Feedback received via either of these methods must be reviewed and considered in relation to departmental policies and procedures.

6.16 Exit Report / Interview

The HR Manager is to provide each employee who is leaving the Municipality with the Employee Exit Report that will be discussed during the Exit interview. The employee is to be invited to complete the report and present it during the exit interview. Any reports completed by employees are to be kept by HR to determine if further action requires escalation to the appropriate management level.

The HR Manager will conduct the exit interview.

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6.17 Ongoing Obligation

Employees leaving the Municipality are informed of and formally acknowledge their on-going obligations with regard to confidentiality and intellectual property rights.

6.18 Employee Clearance Checklist

The employee will complete the official clearance checklist of the municipality and will obtain the relevant signatures from the departmental official that indicates that the resignation is acknowledged and that there are no outstanding matters between the employees and the various departments.

EMPLOYEE EXIT REPORT

This report is designed to provide employees leaving Municipality with an opportunity to give feedback which may assist in the future management of staff, the conditions of employment and the provision of satisfying and meaningful work in a safe and equitable work environment. It may be completed in isolation or in association with an exit interview. All reports are reviewed to determine if follow up action is required.

I ask that you complete the questionnaire honestly, as your answers may affect decisions made in relation to the workplace.

When completed, please return the questionnaire to your line manager/site leader/director (as appropriate) I thank you for your cooperation and assistance.

Name:	Title:
Position:	Role:
Supervisor	Length of Service:

Questions	Comments
1. What is your prime reason for leaving the Municipality?	
2. If you worked in a number of areas within Municipality? (a) Which area did you prefer? (b) Which area did you least prefer? (Please give reasons for both)	
3. What aspects of your current position did you enjoy most?	
4. What aspects of this position did you dislike?	
5. What experience, knowledge and personal qualities do you consider essential for this position?	

<p>6.</p> <p>What changes, if any, would you like to have made to your current position to make it more effective and satisfying? e.g.:</p> <ul style="list-style-type: none"> • workload. • recognition and feedback. 	
<p>7 Please suggest how you think these changes could be made.</p>	
<p>Questions</p>	<p>Comments</p>
<p>8.</p> <p>Please list any Occupational, Health and Safety issues that you feel should be rectified within your area.</p>	
<p>9.</p> <p>How would you describe your induction when you: a) Started work in Municipality?</p> <p>b) Commenced your current position?</p>	
<p>10.</p> <p>What skills and experience do you believe you have gained by working in Municipality?</p>	
<p>11.</p> <p>If you are moving to alternate employment, what conditions and/or incentives attracted you to the position?</p>	
<p>12.</p> <p>If the opportunity arose, would you consider employment within Municipality again?</p>	

13. Would you recommend Municipality to others as a good place of employment?	
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Employee's Signature: _____ **Date:** ____/____/____

Departmental Use:	
Received:	Any follow up action required?
Date: ____/____/____	<input type="checkbox"/> Yes No <input type="checkbox"/>
_____ HR Manager Signature	_____ Name
Any Comments:	

COMMUNICATION

The policy will be communicated to all employees using a full range of communication methods available in the municipality.

9. POLICY REVIEW

The policy shall be reviewed yearly from the date of approval.

Authority

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end, enclosed within a large, hand-drawn oval.

Mr. M Kunene
Municipal Manager

03 July 07

Date