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5.3. Human Resources Policies and Procedures

NB:

- **Extract Cover Sheet Must Remain with Extract**
- **Extracts are Uncontrolled Documents and are only Valid at Point of Submission**
- **Where Possible an Extract should be Read in Conjunction with the Parent Document**

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21 Leavers Policy

Kibble is committed to ensuring staff leaving the organisation pass through an efficient and thorough handover process.

From the organisation's perspective a sound leaving procedure helps to ensure that:

- Managers understand their responsibilities and have a clear process/checklist to follow to ensure quality
- Staff understand what is expected from them
- Security of Kibble information, premises etc. is maintained
- All badges, borrowed ICT equipment etc. is returned to the organisation in a timely manner

From an employee perspective leaving a job is an important and potentially stressful event, particularly in cases of retirement, redundancy etc, and how the Centre manages this process has an impact on the employees lasting impression and experience of the organisation.

An ineffective leaving process can introduce risks of security of information, while costs may be incurred to the organisation where equipment is not satisfactorily returned in good time and in working order. A well-managed leaving process helps to ensure that the transition is as smooth and stress-free as possible for both the leaving member of staff and the line manager.

These guidelines incorporate best practice on data and information management.

21.1 Resignation from employee

The employee must give their resignation in writing including their intended last day of service with the Centre. As soon as a letter of resignation is received the Line Manager must meet with them to finalise their last day of service.

21.1.1 Notice Periods

Please contact the HR Office for information on periods of notice.

21.1.2 Confirming the employee's last day of service

Once the Line Manager and employee have agreed the last day of service, the letter of resignation must be forwarded to the HR Office who will confirm this date in writing to the employee.

There may be occasions where an employee asks permission to leave employment earlier than their contractual notice period, for example, they are contracted to give 2 months' notice and they ask to leave within 6 weeks.

It is at the Centre's discretion to agree this, taking into consideration the needs of the Centre at that time.

However, it is important to consider when making such decisions the length of time the recruitment and selection process will take to find a suitable replacement.

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21.1.3 Annual Leave

If the employee has outstanding annual leave, it must be discussed as soon as possible how the annual leave can be taken before they leave. Payment in lieu of leave may only be made in exceptional circumstances where the employee is unable to take all outstanding leave before their employment ends, for example, due to pressure of work or for operational reasons as discussed and agreed. The HR Office should be advised of any payment to be made.

21.1.4 Payroll

The Payroll Team will be notified of the leaver and their agreed leaving date by the HR Office who will complete and send a change of status. The Payroll Team will identify if there are any outstanding monies due or owed by the employee to the Centre and make final salary and P45 arrangements.

21.1.5 Expenses

The employee's last general expenses form/car mileage form should be completed and submitted before they leave.

21.1.6 Company Property

Line managers must ensure that all property belonging to the Centre is returned before the employees last working day, e.g. mobile phones, tools, ID card, keys, ICT equipment.

21.2 Exit Monitoring Interview

When an employee leaves the Centre it is important that an exit interview is undertaken. The purpose of the exit interview is to find out:

- why employees are leaving to identify any underlying trends;
- information about working for the Centre to identify any areas/issues that could be improved or addressed in order to retain high calibre employees;
- what the Centre is doing well to ensure that these practices continue.

It is the responsibility of the employee's manager, to ensure that this interview is conducted. Please refer to HR Office for guidance on the procedure and a copy of the form to be completed.

21.3 Retirement

Where an employee indicates that they wish to retire the above leaver's process should be followed.

In addition the HR Office will liaise with the Pensions Team. Employees contributing to the Local Government Pension Scheme will qualify (subject to the completion of the requisite period of service) under the Pension Scheme Regulations for a pension once they reach retirement age. The normal retirement age under the LGPS is 65, at which time full pension can be taken based on years of scheme membership.

21.4 Dismissal/Redundancy

Where an employee is dismissed in line with the Centre's disciplinary or redundancy procedures the above leaver's process will be implemented.

21.5 Redundancy

In circumstances where a redundancy situation arises as a result of changes in the market, technology, organisational requirements, and similar, lead to the need for reductions in staff, consideration will be given to alternative options, including:

- Imposing a restriction on recruitment

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- Restricting the use of temporary and casual employees
- Reducing the amount of overtime working in the organisation
- The implementation of temporary layoff or short time working where this is appropriate
- Considering applications for voluntary redundancy

Where, after consideration of these and any other alternatives, management considers that the need for redundancies still remains, consultation will take place.

The consultation will, amongst other things, include negotiation with employees and their representatives on the criteria to be applied in deciding which employees may be selected for redundancy.

Criteria that may be used include, but are not necessarily limited to, the following:

- Suitability for remaining work
- Capability
- Conduct
- Attendance

These criteria may be differently weighted depending on the circumstances, but will be assessed in an objective manner. In the event that two or more employees achieve the same score when being assessed under the criteria listed above, an employee's length of service may be used as a tiebreaker.

The above criteria are subject to the Centre's requirement to retain specific knowledge, skills, and a balanced workforce at all times.