

EXIT POLICY FOR SALESIAN COLLEGE EMPLOYEES

Introduction

The employees are most important asset in an any organization. With this in mind, Salesian College is committed to maintaining and enhancing its standing as an Employer of Choice, thereby ensuring that we are able to attract the best calibre of employees in order to fulfil our aim of providing high quality services keeping in mind the vision and mission of the College. The College seeks to create a climate of understanding and improvement, as such considers its employees to be its most valuable resource. It will promote effective employees and employers' relations by encouraging openness and trust.

Whilst it is essential that employees have a positive image of the college during recruitment and throughout the course of their employment with us, it is also equally important that they maintain that image when exiting the College.

Purpose

The college aims to ensure that diversity is not just seen as an afterthought but a fundamental part of how we do our services. Therefore, it is important to be mindful when utilising this policy that employees should always consider the impact in terms of gender, race, disability, faith, age and sexual orientation. The policy affects employees in Salesian College's employment, who are voluntarily leaving, transferring to other organizations, seeking internal transfers, retiring, resigning, being terminated, or moving on completion of fixed-term contract.

The exit interview is an opportunity for an employee to voice any comments or suggestions that have not been addressed during their employment. It aims:

- To enable improved management of departmental systems and resources.
- To enable the department/College to benefit from employee feedback.
- To improve the efficiency of the process of terminating employment.

Scope of the policy

All the employees of Salesian College

Definitions

1. **Employer:** A person, firm or other entity, which pays for or hires the services of another person. Here Salesian College is Employer.
2. **Employee:** A person who is hired to provide services to a company or organization on a regular basis in exchange for compensation/remuneration/ or voluntarily.

An effective exit procedure not only ensures that the practical matters arising from an employee's resignation are dealt with efficiently, but also gives individuals an opportunity to provide feedback on their perceptions for an employer and allows the employer to gather valuable information which may be used constructively to enhance employment practices, help to identify perceived college's strengths/weaknesses, improve the work environment, reduce turnover, and motivate its personnel. This document outlines the ways in which a working relationship can be terminated, either by the employer or the employee. The following differentiations can be made:

- The employer may end the relationship due to the conduct or capacity of the employee or the employer's operational requirements;
- The employee may end the relationship by way of resignation.
- The employment relationship may come to an end through by expiry/ relapse of time such as the end of the contract, by reaching the normal retirement age or death.

Confidentiality of Exit Process Information

It is the policy of the College to make all reasonable efforts to protect the confidentiality of persons completing an Employee Exit Questionnaire and/or an Exit Interview. Information that could reveal the identity is revealed only as necessary on a "need-to-know" basis for the management of personnel practices and the work environment. In cases in which employer intends to take action that is wholly or partially based on information an employee have provided, through the exit questionnaire or interview, it may not be possible to maintain the confidentiality or the confidentiality of the information that have been provided. If such a situation should arise, employer will inform an employee prior to disclosure of this information, whenever possible.

Outcomes

The expected outcomes are that:

- Employer and employees are informed of the procedures which follow the decision to terminate employment;
- Payroll Services 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 department 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 departmental policies and procedures.
- Workgroup managers have more effective control over workgroup resources;
- Access to departmental systems and resources is controlled more effectively; and
- Employees leaving the department are informed of and formally acknowledge their on-going obligations with regard to confidentiality and intellectual property rights.

Reason of Exit

Resignation: Resignation is the most common means of ceasing employment with the College and is normally accomplished by the employee giving notice in writing of intention to resign. Different notice requirements apply to different types of position, and are set in accordance with the employee's contract letter/offer Letter / conditions of service explicated in the Personnel Policy.

Abscondment/ Absenteeism: An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the last date immediately succeeding his/her last day of attendance at his/her place of duty.

Termination

a) Early termination of fixed-term employment

A fixed-term contract may be terminated before its expiry date by the College:

- During the probationary period contained in the appointment Letter.
- On the grounds of unsatisfactory performance or gross misconduct (Refer Personnel/the disciplinary policy)
- Where the work is no longer required to be undertaken.
- Or nature of work to cease to exist (e.g.; closure of a department)

b) Termination Completion of Fixed term contract

Employees appointed on fixed-term contract will have their contract terminated at the end of the contract period. Extension may be considered on condition that the job requirements do not completely constitute new requirements, that the employee did not deliver outcomes in the original timescale, that there are clear operational grounds for extending the contract and that the employee's performance has been wholly satisfactory.

c) Termination due to Inefficiency/ Retrenchment:

i) Termination due to incapacity or inefficiency may be done. Before procedures for termination can be instituted, the following must be taken into account:

- The employer must be able to demonstrate that the employee has consistently failed to perform to the required standard, notwithstanding all possible remedial measures, including opportunities for improvement provided by performance appraisals.
- The employer can demonstrate that the employee is incapable of improving or unwilling to improve his/her performance.
- There is no vacant post/ job within the college, which the employee is capable of doing within his/her capacity and willingness to perform to a satisfactory standard.
- Termination due to Disciplinary Action: Employees are required to uphold the highest standard of professional and personal behavior in College. An employee who is guilty of misconduct/ gross misconduct so serious as to render her or him unsuitable for employment in Salesian College is in effect, in breach of her or his contract and may therefore be terminated.(Cfr Disciplinary measures in the Personnel Policy of the College)

Exit Procedure

1. **Resignation:** Employees who decide to resign from their position should notify the principal, in writing, of their intended leave date at least a month in advance if they are non-permanent three months in advance if they are permanent. Employees who are leaving the College's employment should complete the Leaver Form, which can be downloaded from the website.
2. **End of Fixed term contract:** When the contractual term comes to an end, the faculty needs to give in writing whether he/she wishes to continue in the college at least a month in advance. Likewise, the college shall inform the faculty at least within one month if the service is not renewed. When no such intimation has been given to the faculty by the college, it would mean that he/she has been retained. In case a faculty decides to leave or is terminated, he/she would be required to fill up the Leaver Form available on the college website.
3. **Retirement:** Generally, the retirement age of an employee is 62 years of age. When a faculty retires, the Leaver Form needs to be filled up.
4. **Termination:** The leaver form needs to be filled up and necessary clearance needs to be obtained.

Exit Interview:

Part 1 of the Exit Interview consists of the leaver handing over the filled-up Performa that needs to be downloaded from the website and handing it over to the Principal/Secretary to make sure that leaving process is smooth and to ensure that all necessary actions are undertaken prior to leaving the College. The form should be supplemented with detailed notes where necessary.

(Download the word document)

Part 2 of the Exit Interview is conducted by Principal/Secretary or his nominee in line with its commitment to continuous improvement and valuing the contribution made by members of staff. A suitable time and date will be arranged by Principal/ Secretary with the leaver.

Part 3: Clearance of No Dues Form:

On completion of the interview No Dues form is released. (See the Appendix).The resigning employee is RESPONSIBLE for obtaining clearance of the No Dues Certificate completed at various departments. The No Dues Form will be given to the employee only if He/ She surrender the ID Card of the college& then take the clearance from other departments. Finance &Accounts Department prepare statement of dues to be recovered if any from employee [e g notice pay, loans and advances, surety amount as per service bond or agreement, Leave encashment etc as applicable]

Before signing the No Due Forms, the following has to be followed

HOD's Responsibility: The HOD is required to ensure that the employee is removed from any lists of signatories for departmental accounts and/or purchasing provisions. The appropriate timing of this is to be determined by the HOD and may need to occur prior to the employee's last day of duty. The HOD 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). The HOD is responsible for arranging the return or appropriate reimbursement for any other departmental resources issued to the employee. For example: manuals, curriculum, policy and procedural documents; teaching materials, team resources, reports.

Responsibility of the IT Head: Prompt advice of any termination of employment is required to ensure that all access to IT systems is revoked and the security of departmental systems is protected: a) Cancellation of email address; b) Cancellation of group email lists; c) Cancellation of all computer access, database access and any other relevant IT access; d) Copying, removal and/or deletion of staff computer files (as appropriate). The finish date for access to IT systems will usually be the employee's last day of duty.

Responsibility of the librarian: Librarian makes sure that all books, manuscripts, journals etc issued to employee is returned. E – Source access is then terminated.

Responsibility of Finance & Accounts Department: The Finance Department is responsible for ensuring any outstanding expenses/reimbursement claims are completed and ensuring that any outstanding monies owing to the college are also settled.

Responsibility of Store Department: All college property is returned to the college.

Responsibility of Hostel / Staff Quarter In charge: It's the responsibility of the In-charge that Employee shall leave the Hostel /Staff Quarter before the last working day. All dues should be clear.

IQAC Office: Once all clearance is done IQAC office verifies the details together with the Dean/Vice Principal and then the No Dues form is forwarded to the Principal/ Secretary.

Part 4: The Employee is then given final clearance by the Principal/Secretary and the experience certificate is issued as per the request. The experience certificate will be prepared on the basis of the data available in the College/IQAC office

(Experience Certificate format sample)

The Principal

Salesian College, Soanda-Siliguri
July 2020

EMPLOYEE EXIT INTERVIEW - PART ONE

FOR THE LEAVER TO FILL UP AND HANDOVER TO HR FOR EMPLOYEE RECORDS

Date:		Leaving Date:	
Name:		Payroll Number	
Department:		Section:	
Researcher*	Y/N	Maternity Returner?	Y/N

This form is intended to guide the leaver and their manager through a handover and leaving process. It should be supplemented with detailed notes where necessary.

Action	Tick box when completed or N/A (Insert any details)
Meeting with Principal/Secretary	
1. Has a meeting taken place between the employee and HOD/Dean to discuss work handover and responsibilities. (a) List outstanding work and document working procedures as necessary (b) Plan for completion of immediate tasks before termination (c) Re-allocate long term responsibilities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Records and Data	Y/N
2. (a) Have all electronic files and software used throughout the employment period been left on an appropriate accessible network, server or other storage device, as agreed with the HoD/Dean/VP? (b) Has all electronic data been clearly identified? What are the access, storage, transfer or disposal arrangements for data? (c) Where are the electronic research records, Protocols, algorithms, etc? Have file names, filestructures, passwords etc. been given to the IQAC & College Office?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Has all data generated during the employment period been left in an accessible and documented state, transferred or archived? This includes library books, paperwork, conference posters, abstracts and results. Leaver to provide the detailed record.	<input type="checkbox"/>
4. Have data registers relating to data stored off site been completed or updated? Provide details	<input type="checkbox"/>
IT Equipment and Data	
5. (a) Have arrangements for the return of IT equipment been discussed, e.g. laptop, mobile phones? (b) Has the Leaver's email account had all unnecessary email messages deleted? (c) The Leaver should inform IT Help Desk if they need to be removed from email alias lists and also inform the holder of other mailing lists. (d) Have the IT department been advised of the final working day to disable passwords and user accounts?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Website Pages and Data	
6. Have all web pages looked after by the Leaver on the website been assigned to another member of staff?	<input type="checkbox"/>

Finance	
7. Have all outstanding expenses/ claims been settled if any	<input type="checkbox"/>
8. Have you any outstanding payments to the college?	<input type="checkbox"/>
Access Cards and Keys	
9.	
(a) Have all electronic access cards been returned to the office if any	<input type="checkbox"/>
(b) Have all college keys been returned?	<input type="checkbox"/>
Human Resources	
10. Has the college office received the Leaver's resignation letter?	<input type="checkbox"/>
11. Has the College office been notified of future correspondence details in case of need?	<input type="checkbox"/>
12. Review the annual leave record. Is there outstanding leave to be taken or has more than the allowance been taken? HoD/Dean should inform VP	<input type="checkbox"/>

.....
Signed Employee

.....
Date

.....
Signed Office

.....
Date

NO DUES FORM FORMAT:

Sl. No		Signature
1.	Head of the Department	
2.	Library	
3.	Store/ Equipment	
4.	Hostel	
5.	IT Head	
6.	Dean	
7.	Bursar	
8.	Vice Principal	
9.	IQAC Office	
10.	Principal	