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# End of Employment Policy

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Turas Training

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Approval date: September 2017

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## 1. Policy Statement

- 1.1. When managing the end of a staff member's employment (through retirement, redundancy, dismissal or resignation) TURAS will ensure effective and respectful processes are in place.
- 1.2. This policy should be read alongside the Disciplinary Policy and the Redundancy Policy.

## 2. Purpose

- 2.1. To ensure that there are clear processes in place for when an employee's contract of employment is ended. This includes voluntary (resignations, retirement, and abandonment of employment) and involuntary (dismissal) termination.
- 2.2. To ensure that employees who leave the organisation receive recognition consistent with their contribution to the organisation.
- 2.3. To set out a process for exit interviews to obtain information on the individual's view of the organisation, together with suggestions on how it can be improved.

## 3. Scope

- 3.1. This policy applies to all employees of TURAS.
- 3.2. It does not contain information on redundancies which can be found in the Redundancy Policy, nor does it include information of disciplinary procedures which can be found in the Disciplinary Policy.

## 4. Principles

- 4.1.1. Employees who are leaving the organisation should receive recognition consistent with their contribution to the organisation.
- 4.1.2. There should be clear processes for the management of termination of employment

## 5. Procedures.

- 5.1. Resignations
  - 5.1.1. An employee should put their intention to resign in writing, and submit it to their immediate supervisor/line manager.
  - 5.1.2. Staff should give the organisation the following notice:

5.1.2.1.	General Employees	No. weeks
5.1.2.2.	Managerial Level Employees	No. weeks
5.1.2.3.	Director	No. weeks
5.1.2.4.	Depends on length of service.	
  - 5.1.3. The employee's manager should have a discussion with the individual to determine if there exists any improper reasons prompting the resignation. If any issues emerge, the employee should be assured that efforts will be made to address these.
  - 5.1.4. Pending the outcomes of 5.13, the manager will provide a formal written letter of acceptance.
- 5.2. Retirement
  - 5.2.1. The retirement age for paid workers is 68 years. The board may, in exceptional circumstances, and by agreement with the employee concerned, extend service beyond 68, by a maximum period of up to one year at a time.
- 5.3. Redundancy (See Redundancy Policy)
- 5.4. Dismissal. Any termination through dismissal should be conducted clearly according to principles laid out in the Unfair Dismissal Act (1993)
- 5.5. Death of an Employee
  - 5.5.1. The organisation will convey condolences in writing to the immediate family.
  - 5.5.2. Management will calculate outstanding salary which will be paid into the employees account and therefore will form part of their estate.
- 5.6. Abandonment of Employment
  - 5.6.1. Failure by an employee to contact TURAS for any absence in excess of 2 sequential working days will result in a call being made to the staff member to enquire as to the reasons for non-attendance. If phone contact can not be made, an initial enquiry letter will be sent, if no response is registered within one week a follow up letter will be sent and if still no response

letter is received TURAS will terminate the contract by sending a letter stating that if do not hear from employee within 7 days the presumption will be that they have resigned.

- 5.6.2. Standard procedure is that wages will be withheld for any period where a staff member is not in attendance without reason.

5.7. Notice of Termination

- 5.7.1. Where employment is terminated for valid reasons, the organisation has an obligation to provide a minimum period of notice according to the Minimum Notice and Terms of Employment Act, 1973
- 5.7.2. This does not apply to an employee who has been employed by the organisation for less than 13 weeks.
- 5.7.3. TURAS will give an employee written notice as follows:

If the employee has been in the continuous service of his employer for less than two years	One week
If in the continuous service of his employer for two years or more, but less than five years	Two weeks
If in the continuous service of his employer for five years or more, but less than ten years	Four weeks
If in the continuous service of his employer for ten years or more, but less than fifteen years	Six weeks
If the employee has been in the continuous service of his employer for fifteen years or more	Eight weeks

- 5.7.4. In cases of dismissal for gross misconduct, there is no entitlement to any notice.
- 5.7.5. A contract may be terminated during the employee’s probationary period by one week’s notice.

5.8. Return of Property

- 5.8.1. Any employee, who is leaving the organisation, is required to return all property that belongs to the organisation.
- 5.8.2. All material produced during the course of employment, whether on paper or electronic, is the property of TURAS. Any and all copies of materials (both electronic and manual) must be retained by the organisation.

5.9. Exit Interview

- 5.9.1. Employees who terminate employment, voluntarily or otherwise, will be invited to attend an exit interview conducted by The Project Manager in the last week of employment. See Appendix I for a list of questions.
- 5.9.2. This will not be extended to individuals who were terminated immediately due to incidents of gross misconduct.
- 5.9.3. If it is not possible to attend an exit interview, staff should be offered the opportunity to complete the process as a questionnaire.

5.10. Reward and Recognition

- 5.10.1. It is the policy of the organisation to ensure that there is appropriate recognition of exiting staff. This will be the responsibility of the individual’s line manager who will consult with the staff team as to the most appropriate way of recognising the individual contribution to the service.
- 5.10.2. This will not apply to involuntary terminations.

**Appendix I: Example of an Exit interview**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

1.	Why are you leaving the organisation?				
2.	Is there anything that would have made you stay with the organisation for longer / are there any organisational reasons that have prompted your resignation.				
3.	What suggestions for improvement do you have for us?				
4.	If we implemented those suggestions, would you return to work here?	Yes	No		
5.	Would you recommend this organisation to your friends as a good place to work?	Yes	No		
	In this section, please rate the following statements:	<b>Strongly agree</b>	<b>Somewhat agree</b>	<b>Somewhat disagree</b>	<b>Strongly disagree</b>
6.	I believe that I was treated like a valuable member of the organisation.	1	2	3	4
7.	I was adequately supported.	1	2	3	4
9.	My job duties and responsibilities were clearly defined.	1	2	3	4
10.	I received the proper training in order to perform my job effectively.	1	2	3	4
11.	Employee problems and complaints were resolved fairly and promptly.	1	2	3	4
13.	I was kept well informed about the company, its policies and procedures, and other important information.	1	2	3	4
14.	Other	1	2	3	4

If you there are any 3 or 4 marks please provide details (use the back of this sheet)?

Do you have any additional comments (use the back of this sheet)?