



Employment Termination Procedure

Objectives

The objectives of this Policy are:

- To gain an understanding as to the reasons why staff members terminate their employment
- Identify areas requiring change
- Identify training and development needs for employees and managers
- Assess the effectiveness of recruitment and induction practices
- Evaluate the success of Human Resources policies and procedures
- Assist in the determination of new strategies

Information received from exit questionnaires and interviews will provide valuable feedback on how well UKCE is performing as an employer, and help the College identify where change may be necessary to improve the employment experience.

Notice of Termination

Voluntary termination

An employee wishing to terminate employment of his/her own accord is required to send a letter of resignation to the Head of Academic Delivery or Chief Executive providing the required notice period stated in their contract.

Involuntary termination

Employees that are asked to terminate their employment by UKCE will be given a letter of termination. The notice period will be that contained in their contract.

Exit Questionnaire

Upon receipt of the letter of resignation or the letter of termination, the employee is encouraged to complete an exit questionnaire before the employee leaves UKCE. The exit questionnaire consists of a series of questions about an employee's work experience at UKCE.

Employee participation in both completing an exit questionnaire and attending an exit interview are voluntary and cannot be imposed. Those not required to complete an exit questionnaire or attend an exit interview are employees who are dismissed for conduct or capability reasons or who have retired on the grounds of ill health.

Once the questionnaire has been completed, it will be directed to the Head of Academic Delivery or Chief Executive who may then contact the employee to make arrangements for an interview, where necessary.



The Exit Interview

Where an interview is arranged, a meeting will take place prior to the employee's departure from UKCE. Exit interviews are conducted by the Head of Academic Delivery / Chief Executive.

An exit interview is an informal meeting where a review of the responses provided on the questionnaire is discussed and the employee is given the opportunity to air his/her views and raise any concerns relating to the work experience at UKCE.

Where an exit interview is held, the following should be discussed:

- Contents of the exit questionnaire
- Job content
- Working environment
- Staff care, development and support
- Recommendations for change
- Any grievance or dissatisfaction expressed further by the employee

Reports

A record of all completed exit questionnaires and interviews will be maintained and kept in the employee's staff file, if needed, for future reference by UKCE.

Follow up action

In cases where disciplinary offences or discrimination are disclosed, the Disciplinary Policy and Procedures will apply to ensure the matter is dealt with accordingly. Where a specific action of discrimination or offence is brought to the attention of the Head of Academic Delivery or Chief Executive during an interview, such cases will immediately be handed over to the relevant authorities for further investigation.

Monitoring and review

Information provided in the exit questionnaire and from the exit interview meeting will be collated and analysed whereby results will be made available at the management board meetings with the UK College of Business and Computing (UKCBC), where necessary.

Return of our property

On the termination of employment, employees in possession of College property, and for which employees are responsible, are requested to return all property of UKCE. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to employees. This is an express written term in the contract of employment.

Reviewed on 5th July 2023

Reviewed annually or more often as required