



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 Studies 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 Studies 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 Studies/ Chief Executive or a member of the HR department.

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 Studies 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 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.



Terminating Employment without giving notice

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

Garden Leave

If either you or the college serves notice on the other to terminate your employment the college may require you to take “garden leave” for all or part of the remaining period of your employment.

If you are asked to take garden leave you:

- a) must not attend your place of work or any other of our premises or any associated premises, unless otherwise requested by the Principal or Deputy Principal;
- b) may be asked to relinquish immediately any office you hold in the college, Company or any associated Companies;
- c) may not be required to carry out your normal duties during the remaining period of your employment; however you will still be available for answering queries;
- d) must return to the college all documents, software, equipment, property and other materials (including copies) belonging to the college, Company or associated Companies, containing confidential information; and
- e) must not, without the prior written permission of the Principal or Deputy Principal, contact or attempt to contact any student, supplier, agent, professional adviser, broker, or banker of the college, Company or any associated Companies or any employee of the college, Company or any associated Companies.

Reviewed in December 2019

Reviewed annually or more often if required