



EXIT MANAGEMENT POLICY

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

PURPOSE

- To help provide a harmonious termination of the employment relationship
- To conduct Exit Interviews to enable the municipality to determine why its employees are terminating the working relationship
- To ensure that employees leaving the municipality do so in a manner that is not prejudicial to the municipality and also to protect the municipality image as a reputable employer
- To assist the municipality in analysing exit trends and develop strategies to arrest labour turnover based on Exit Interview Results

THE POLICY

1. PREAMBLE

Mbhashe Local Municipality commits itself to the smooth exit of its employees by expecting the payments of applicable benefits to exiting employees with due regard to the legislated processes based on the different exit reasons.

2. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

- Basic Conditions of Employment Act, 75 of 1997
- Labour Relation Act, 66 of 1995 as amended
- Employment Equity Act, 55 of 1998

4. SCOPE AND APPLICATION

This policy applies to all employees of Municipality and/or prospective employees (appointees) and contracted employees.

5. POLICY STATEMENT

Mbhashe Local Municipality is committed in taking into account all statutory requirements and best practices in the development of processes to support the effective management of individuals leaving the organisation

6. KEY ADMINISTRATION POINTS

When staff leave voluntarily through resignation, have their appointment terminated or retire, the following principles form basis of the action to be taken:

- Employees are encouraged to provide an appropriate period of notice
- Preventing delays in the payment of salaries and other such payments requires prompt action by staff, line managers and Human Resource Management office
- Staff should make every effort, and be encouraged by line management not to take any annual leave once the process of leave gratuity calculation begins and during the notice period
- Payments of benefits to existing employees should be expedited in line with the applicable legislative provisions and prescribed timelines to be strictly adhered to.

7. EXIT INTERVIEWS

Officials leaving the employment of Mbhashe Local Municipality should be invited to take part in exit interviews. These should be entirely voluntary and confidential. Officials should be encouraged to discuss their working experience freely and frankly. In this way exit interviews can help identify problem areas within the workplace. The information generated in the interviews can be evaluated, used as remedial steps to correct identified challenges.

Through the results of the Exit Interviews, the employer can determine and analyse exit trends in the municipality and this will also assist in the retention of

staff through practical remedial interventions in the identified problem areas. The reasons advanced by employees for the termination of services should be honestly and accurately recorded using Exit Interview form

8. ROLES AND RESPONSIBILITIES

8.1 Line Managers

- Key role in the termination of contract of employment between the employer and the employee
- Responsible for the wellbeing of the subordinate as he serve as a mentor and give advice where necessary
- Notifies HR in writing of the pending termination (resignation, dismissal, death etc,)

8.2 Human Resource Management

- Arrange and conduct Exit Interview in good time for exiting employees where practically possible
- Ensures that all payment accruals to the municipality are paid and all due to the employee are timeously effected on the Payroll System
- Assist the exiting employee on the completion of the necessary documentation to expedite due payments to the employee

8.3 Employee

- Notify line manager and HR Section of the intended exit action in writing
- Complete necessary documentation in full and accurately with the assistance of HR staff
- Avails himself/herself for an Exit interview
- Hand over all municipal property to his line manager/supervisor
- Make necessary payments arrangements for all monies due to the municipality before s/he leaves

9. COMMUNICATION OF THE POLICY

The policy will be communicated throughout the municipality to all its employees using workshops

10. MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY

This policy will be implemented and effective once approved by Council.

11. POLICY REVIEW


This policy will be reviewed annually and revised as necessary.

12. DISPUTE RESOLUTION MECHANISM

In the event of dispute arising out of this policy, such disputes will be dealt with in terms of the grievance procedure and labour legislation applicable.

13. AUTHORITY

Approved by Council and Signed by:



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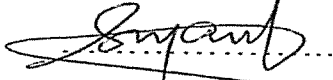
M Nako

Acting Municipal Manager

04/07/2017
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Date

Cllr. Janda S.N



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MAYOR

04/07/17
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Date