



# **POLICIES & PROCEDURES**

## **TERMINATION OF EMPLOYMENT**

**REF: T01**

### **1. POLICY OVERVIEW**

1.1 To outline the conditions under which an employee's services may be terminated with the Board, either on his/her own initiative, or that of the Board.

1.2 To establish legal conditions under which contract of employment can be terminated in NWPB.

### **2. PURPOSE OF THE POLICY**

2.1 To provide common procedures to be followed for different types of termination of employment.

2.2 To give guidance to staff and management about their rights and obligations regarding termination of employment.

### **3. BENEFITS OF THE POLICY**

3.1 This policy will assist management and staff to ensure compliance with fair procedures and reasons during termination of employment.

### **4. POLICY APPLICATION**

4.1 This policy is applicable to all employees of the Board.

### **5. POLICY**

The services of an employee with the NWPB shall be terminating, under any one of the following conditions: -

5.1. By an employee submitting originally signed and accepted resignation letter to the Line Manager.

5.2. By being dismissed for misconduct in terms of the disciplinary procedure: Disciplinary Code & Procedure (Ref: D01).

5.3. By being dismissed due to incapacity, ill health or poor work performance.

5.4. Due to the NWPB operational requirements in terms of the Board's Policy & Procedure: Retrenchment (Ref R01).

5.5. By reaching the normal retirement age of 65 years, or on acceptance of early retirement at age 55 years and in terms of the rules of the Provident Fund.

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- 5.6. By the end of a fixed-term contract of employment.
- 5.7. If the employee's work permit is disapproved and/ or withdrawn in accordance with the current legislation.
- 5.8. By the employee being absent from work for a period of 5 consecutive working days, without authorization or notification to the Board in terms of the Board's Policy & Procedure: Disciplinary Code & Procedure (Ref: D01).
- 5.9. By employee participating in an illegal strike.
- 5.10. Employee shall serve a notice period stipulated in the contract of employment and relevant legislations.
- 5.11. Notice of termination of employment will constitute notice of any right to occupy accommodation granted by the Board. The Human Resources Manager may, at his/her sole discretion, grant an extension to occupy such accommodation.
- 5.12. Equipment issued to an employee must be returned to the Board on termination of his/her services.
- 5.13. An employee who resigns or whose services are terminated by the NWPB shall, subject to clause 3.5 below, be paid the applicable amount of lieu of any annual leave accrued as at the end of the months of the termination of his/her services.
- 5.14. Employee Relations Manager must ensure that all applicable statutory procedures are followed by NWPB.
- 5.15. The Human Resources Division shall furnish an employee, whose services are terminated, with a certificate of service upon request of the employee.

## **6. POLICY MONITORING**


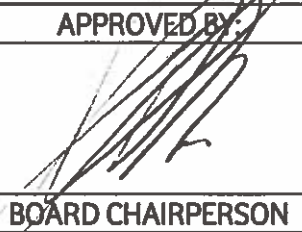
Exit interviews' reports.

## **7. POLICY MAINTENANCE**

The Termination policy shall be reviewed by Employee Relations Unit every two years and the amended version shall take precedence to the old version. Special amendment may be done as and when the need arises in which the HR Manager shall facilitate that process.

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RECOMMENDED BY:	APPROVED BY:
	
ACTING CHIEF EXECUTIVE OFFICER	BOARD CHAIRPERSON

**8. ANNEXURES**

- A. Procedure
- B. Exit report form
- C. Asset register

**ANNEXURE "A"**

**PROCEDURES**

1. An employee who resigns shall submit a resignation letter to the Line Manager, in conjunction with the Divisional Head shall acknowledge the resignation letter.
2. The HR Manager shall either approve / disapprove the resignation in writing.
3. Conducting an Exit Interview:
  - a. Exit shall be conducted to all employees. Exit interview shall be conducted by any other Human Resource Official than the line manager.
4. It is the prerogative of the NWPB to accept or reject the resignation from the employee.
5. The Supervisor of the employee whose services have been terminated must ensure that the following items are returned before any payment is effected:

Laptop,  
Cell phone, if any,  
Office keys,  
Any other items belonging to the NWPB

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**6. NOTICE PERIOD**

- 6.1 The applicable notice period shall be determined by an employee's contract of employment or, in the absence of any agreed period of notice, by the applicable minimum standards legislation (one month notice period). This does not preclude the NWPB from summarily terminating an employee's services for any reason recognized in law.
- 6.2 The NWPB shall require an employee to work during his/her period of notice, failure to work the notice required will result in the NWPB recovering the amount in lieu of the period not worked.
- 6.3 Should the NWPB not require an employee to work during his/her period notice, the employee shall be relieved of his/her duties and shall be a paid in lieu of the notice period.

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**ANNEXURE "B"**

**EXIT INTERVIEW QUESTIONNAIRE**

Name of Employee \_\_\_\_\_ Signature \_\_\_\_\_  
 Title of Position \_\_\_\_\_ Date \_\_\_\_\_  
 Date of resignation \_\_\_\_\_

Please be as candid and honest as possible. The answers will in no way affect your chances of returning to the organisation or future reference requests. The aim is for the organisation to improve on the quality of service to staff.

**A. Job Information and Training**

1. How clearly were your job functions defined?

\_\_\_\_\_

2. How adequate and competent was your supervisor and management?

\_\_\_\_\_

3. How well trained were you for the job?

\_\_\_\_\_

4. Are there any suggestions that you might have to improve any of the above?

\_\_\_\_\_

**B. Job Challenge and opportunity for advancement**

1. How do you rate your job in terms of interesting work? (Scale of 1-10)

\_\_\_\_\_

2. How much freedom did you have when doing your work?

\_\_\_\_\_

3. What was the most difficult thing to learn on the job?

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4. How do you feel about advancement opportunities in the Board?

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5. Are there any suggestions on how the above can be improved?

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**C. Relations with supervisors, co-workers and other divisions**

1. How well did you get along with your supervisor?

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2. How well did you get along with your co-workers?

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3. What is your evaluation of how the other Divisions work together?

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4. How would you improve the employee relations?

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**D. Financial**

1. Was your salary adequate?

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2. Did you feel secured in your job?

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**E. Policies and Procedures**

1. How do you feel about the company policies and the implementation thereof? Are there any suggestions or changes you might make in this regard?

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**F. General**

1. What were the good features of your job?

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2. What are the less favourable features of your job?

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3. What overall improvements would you suggest?

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4. What was the main factor in your decision to leave?

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5. Is there anything else that you would like to add?

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Interview conducted by \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



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**ANNEXURE "C"**

**REGISTRATION OF ASSETS**  
**NEW/TRANSFERRED/SOLD/SCRAPPED (\*)**  
 (\*) - Scrap if not applicable.

**A] NEW ASSETS/ADDITIONS:**

Description: .....

Supplier: ..... Purchase Price: .....

Serial no: ..... Registration no.....:

Engine no: ..... Chassis no: .....

Cost Centre: ..... Location: .....

Person responsible: .....

Drivers name: .....

Date: ..... Signature: .....

Name: .....

**B] TRANSFERRING OF ASSET: (#)**

Transferred by: .....Signature: .....

Asset no: ..... Date: .....

Description: .....

From Cost Centre: ..... To: .....

From Location: ..... To: .....

Date: ..... Signature: .....

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Received by: ..... Signature: .....

Authorised: ..... Date: .....

**C] ASSET SOLD/SCRAPPED (#)**

Asset no: .....

Description: .....

Motivation: .....

Amount received: ..... Signature:

Name: .....

Authorised By: ..... Date: .....

(#) - Divisional Head to authorise sale or scrapping of assets.

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