

## End of Employment

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Changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

## 1 Introduction

### 1.1 Purpose

To provide a process for the end to an employment relationship at Ara Institute of Canterbury Limited (Ara), with due regard to the values of the organisation, including fairness to the person leaving.

### 1.2 Scope and Application

This policy relates to all instances of permanent separation/ending of the employment relationship at Ara.

### 1.3 Formal Delegations

Refer to the *CPP120b People and Culture Delegations Schedule*.

<p><b>Related Ara Procedures and Forms</b> (Links provided where available)</p> <ul style="list-style-type: none"> <li>ER7 End of Employment Form</li> <li><a href="#">CPP208a Staff complaints about staff process flowchart</a></li> <li><a href="#">CPP208b Staff complaints about Students process flowchart</a></li> </ul>	<p><b>Related Ara Policies</b></p> <ul style="list-style-type: none"> <li><a href="#">CPP207 Planned Retirement</a></li> <li><a href="#">CPP208 Resolving Employee Performance or Conduct Issues</a></li> <li><a href="#">CPP214 People and Culture Management</a></li> <li>CPP403 Staff Identification and Related Security Measures</li> </ul>
<p><b>Related Legislation or Other Documentation</b></p>	<p><b>Good Practice Guidelines</b></p>
<p><b>References</b></p>	
<p><b>Notes</b></p> <p>Management and colleagues may seek further advice regarding the ending of employment processes from:</p> <ul style="list-style-type: none"> <li>Waituhi</li> <li>their immediate supervisor</li> <li>the designated P&amp;C Business Partner for their area</li> <li>P&amp;C</li> </ul>	

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## 2 Principles

- 2.1 A colleague leaving Ara will be satisfied with the process.
- 2.2 Employment agreement conditions and the values and policies of the Institute will be applied to the leaving process.
- 2.3 Feedback from the leaving colleague is a valuable source of information for Ara as a learning organisation.

## 3 Associated procedures for Ara Corporate Policy on: End of Employment

Contents:	3.1	General
	3.2	Resignations
	3.3	Ending of Fixed Term or Casual Employment
	3.4	Reduction in Resourcing Requirements
	3.5	Retirement
	3.6	Dismissal

### 3.1 General

- a P&C will carry out the processes for the ending of employment, apart from the particular aspects dealt with by line managers, as specified in reference 9a-d of the *CPP120b People and Culture Delegations Schedule*.
- b Whatever the reason for employment ending the responsibilities and processes for capturing information and managing the processes will follow these procedures.
- c The colleague's line manager is responsible for ensuring that all Ara property is returned and access to information and services ends when the colleague has completed their last day at work unless an alternative arrangement has been approved. Note that the last day at work may not be the date of the end of employment.
- d Access to any information system or to Ara sites beyond the colleague's last day at work must be discussed with the relevant P&C Business Partner in advance of any arrangement, which will be in writing.
- e The Executive Director, P&C, Executive Director, Operations and Chief Executive can approve additional benefits that continue after the colleague has ceased employment. This approval will be in writing and specify the extent and timeframe of the approved activities.
- f The period of notice given by the colleague or by Ara should be in accordance with the colleague's employment agreement, although there may be occasions when a lesser period of notice, and/or leave within that notice period is sought. If a colleague wishes to request a shorter notice period and/or take leave within their notice period, this must be done in writing. When a shortened notice period is agreed the arrangement will be acknowledged in writing with the impact on payment being stated.
- g The ER7 Employee Departure form is available internally.

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## **3.2 Resignations**

- a Resignations must be made in the following instances by:
  - i tenured/permanent employee.
  - ii limited tenure/fixed term employee wishing to end their period of employment early.
  - iii casual employee no longer wishing to be available for work.
- b All resignations will be by email or letter.
- c If a colleague resigns in a telephone call, the manager is to confirm the telephone call in writing to the colleague and copy the letter to P&C. It will then be treated as a resignation from the colleague.
- d Resignations can only be accepted on behalf of Ara by the DCE P&C or their sub-delegate.
- e A manager receiving a resignation will take note and immediately forward the original to P&C.
- f P&C will process the resignation. This will include acknowledging its receipt, payroll action and inviting the person to complete the online exit survey.
- g The Exit Survey process is managed by P&C. The confidential survey is used to identify themes and trends. Any other use is only actioned when there is prior approval of the departing colleague.
- h An Exit Interview may be requested by the resigning colleague or by P&C. The interview may be with the colleague's manager or with a representative of P&C. Authorisation may be sought from the resigning colleague that information provided at the interview may be discussed with other appropriate people.

## **3.3 Ending of Fixed Term or Casual Employment**

- a If a colleague resigns before the employment was due to end, the resignation process set out in section 3.2 Resignations (above) applies.
- b If the employment ends at the specified end date, the Manager will ensure that action is taken to end access to information and for the return of Ara property as per section 3.1 General clause "c" (above).
- c Where the employment agreement does not specify a specific end date but relies on an event, such as a permanent colleague returning from leave, the manager must advise P&C that the event has occurred, and P&C will give notice to the fixed term or casual colleague. Sufficient notice should be given to avoid an overlap of staffing. Only the Executive Director, P&C and the Chief Executive can give a colleague notice.
- d An Exit Interview may take place as set out in 3.2 Resignations clause "h" above.

## **3.4 Reduction in Resourcing Requirements**

- a Before a colleague is given notice that their position is surplus to requirements, the appropriate consultation process specified in the colleague's employment agreement will have been completed.
- b The notice will specify the end date of employment and any other arrangements that the colleague is entitled to in their employment agreement or that have been agreed to.

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- c Only the Executive Director, P&C and the Executive Director, Operations or the Chief Executive can approve any arrangements beyond those specified in the colleague's employment agreement.

### **3.5 Retirement**

Retirement is treated as a resignation in accordance with section 3.2 Resignations (above) unless specific arrangements have been made in writing for planned retirement.

### **3.6 Dismissal**

- a A colleague can only be dismissed by the Executive Director, P&C, the Executive Director, Operations or Chief Executive.
- b The process for dismissal is specified in the [CPP208 Resolving Employee Performance or Conduct Issues](#) policy.
- c The line manager will manage the related administration in the usual way in consultation with P&C, as set out in 3.2 Resignations (above).

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