

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, 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 Human Resources Delegations Schedule.

 Related Ara Procedures (Infoweb) ER7 End of Employment Form 	 Related Ara Policies CPP201 Staff Identification and Related Security Measures CPP207 Planned Retirement CPP208 Resolving Staff Performance or Conduct Issues CPP214 Human Resources Management
Related Legislation or Other Documentation	Good Practice Guidelines
References •	
 Notes Management and staff may seek further advice regatives the Infoweb their immediate supervisor the designated HR Advisor for their area Human Resources 	rding the ending of employment processes

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2 **Principles**

- 2.1 A staff member 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 leaving staff is a valuable source of information for Ara as a learning organisation.

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

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3.1 General

- a Human Resources will carry out the processes for the ending of employment, apart from the particular aspects dealt with by line managers, as specified in reference 9 a-d of the Formal Delegations.
- b Whatever the reason for employment ending, including the rare cases of dismissal, the responsibilities and processes for capturing information and managing the processes will follow these procedures.
- c The staff member's line manager is responsible for ensuring that all Ara property is returned and access to information and services ends when the staff member 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 staff member's last day at work must be discussed with the Division's HR Advisor in advance of any arrangement, which will be in writing.
- e The Director Corporate Services and Chief Executive can approve additional benefits that continue after the staff member 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 staff member or by Ara should be in accordance with the staff member's employment agreement, although there may be occasions when a lesser period of notice is sought. If a staff member wishes to request a shorter 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 on the HR section of the Infoweb.

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3.2 Resignations

- a Resignations must be made in the following instances by :
 - i tenured employee;
 - ii limited tenure 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 staff member resigns in a telephone call, the Manager is to confirm the telephone call in writing to the staff member and copy the letter to Human Resources. It will then be treated as a resignation from the staff member.
- d Resignations can only be accepted on behalf of Ara by the Director Corporate Services or her/ his sub-delegate.
- e A Manager receiving a resignation will take note and forward the original to the Human Resources.
- f Human Resources will process the resignation. This will include acknowledging its receipt, payroll action and inviting the person to complete the online exit survey.
- g An exit survey process is managed by Human Resources. The survey is used solely to identify themes and trends.
- h An exit interview may be requested by the resigning staff member or by Human Resources. The interview may be with the staff member's manager or with a representative of Human Resources. Authorisation may be sought from the resigning staff member 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 staff member 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 staff member returning from leave, the Manager must advise Human Resources that the event has occurred and Human Resources will give notice to the fixed term staff member. Sufficient notice should be given to avoid an overlap of staffing. Only the Director Corporate Services and the Chief Executive can give a staff member 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 staff member is given notice that their position is surplus to requirements, the appropriate consultation process specified in the staff member's employment agreement will have been completed.

- b The notice will specify the end date of employment and any other arrangements that the staff member is entitled to in their employment agreement or that have been agreed to.
- c Only the Director Corporate Services or the Chief Executive can approve any arrangements beyond those specified in the staff member'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 staff member can only be dismissed by the Director Corporate Services or Chief Executive.
- b The process for dismissal is specified in the CPP208 Resolving Staff Performance or Conduct Issues policy.
- c If the dismissal is with notice then the Line Manager will manage the related administration in the usual way in consultation with Human Resources, as set out in 3.2 Resignations (above).
- d If it is an instant dismissal then a representative of the Human Resources will, in conjunction with the line manager, undertake the relevant administration processes.