

TERMINATION OF SERVICE POLICY

1. PURPOSE

1.1. This policy provides the basis for all types of termination of services from employee of the municipality

2. SCOPE OF APPLICATION

2.1. The policy covers all the employees of the municipality

3. POLICY STATEMENT

3.1. Employees service can be terminated in one the following ways:

- (1) Resignation
- (2) Dismissal due to misconduct
- (3) Death of an employee
- (4) Termination of services due to ill-Health
- (5) Abscondment from duty
- (6) Retirement from service

4. RESIGNATION

4.1. Resignation is an employee initiated termination and will come to effect with an employee serving the municipality with a resignation letter indicating a notice period as follows:

- (1) By giving one (1) weeks notice (in writing) if the employee has been employed for six months or less
- (2) By giving two (2) weeks notice (in writing) if the employee has been employed for more than 6 months but not more than year.
- (3) By giving four (4) weeks notice (in writing), if the employee has been employed for one year or more

5. DISMISSAL

5.1. Dismissal of an employee from service in the municipality shall be as a result of a disciplinary process and abscondment.

6. DEATH OF AN EMPLOYEE

6.1. Death of an employees shall result in her/his services terminated with immediate effect.

6.2. A death certificate shall accompany the notification of death of an employee

7. TERMINATIO OF SERVICE DUE TO ILL-HEALTH

- 7.1. The municipality will terminate the services of an employee based only on medical proof of incapacity to perform current or any duties for which the municipality can utilize the services of an employee.
- 7.2. An employee can initiate a process that would result to her/his services being terminated due to ill- Health if she/he considers her health in serious shape.
- 7.3. Where an employee is incapable of continuing to perform the duties for which she/ he is employed, the municipality through dialogue with the employee and or her/his representative will seek first to find suitable alternative employment before considering terminating his / her service.
- 7.4. Where an employee has continuously absented her/ himself from work under the pretext of failing health, the municipality can facilitate medical examination of the employee by a panel of or an individual medical practitioner at its costs.

8. ABSCONDMENT FROM DUTY

- 8.1. An employee shall be deemed to have absconded when she/he has absented her/himself from work for a period of ten (10) consecutive working days without leave.
- 8.2. The municipality will on its part undertake such steps as may be reasonable, to look for the employee before terminating her/her services. However, the responsibility to report for duty or report inability to report for duty rest squarely with the employee.
- 8.3. The municipality will terminate an employee's services immediately after the end of the tenth consecutive day of absence from duty by an employee.
- 8.4. Termination of a service due to abscondment from duty can be reversed taking into account personal circumstances of an employee and following the staging of a disciplinary process

9. RETIREMENT FROM SERVICE

9.1 Retirement from service in the municipality shall be based on the age of employees as follows:

- (1) Retirement age for both male and female employee shall be sixty (60) years except those who joined services when retirement age was sixty-five (65) years but they are also entitled to retire at sixty (60) years
- (2) Notwithstanding the stipulated age requirements, employees of any gender can elect to go on early retirement at the age of fifty-five (55) years
- (3) The municipality will terminate automatically an employment contract with a stipulated expiry date at the end the contract period.
- (4) The municipality will place a premium on both the prompt and timely termination of the employee's service on its system and the payment of benefits and monies due to them.

PROCEDURAL MATTERS

10.1. VOLUNTARY TERMINATION

(1) An employee initiate termination of the following nature by completing and duly submitting a termination of service form.

(a) Resignation

(b) Early retirement

(c) Termination due to ill-health

(2) All voluntary termination types (i.e. resignation, retirement and ill-health) shall be submitted to the line supervisor or manager by the employee concerned.

(3) The supervisor or manager shall make available a termination form for completion by the employee, endorsement by the supervisor or manager before being routed to the Human Resource Section.

10.2. TERMINATION OF EMPLOYMENT BY THE HUMAN RESOURCES

(1) The following terminations shall be initiated by the Human resources Section on behalf of the municipality, based on the policy statement as articulated in section three (3) of this policy:

(a) Dismissal , which will only be effective after a disciplinary enquiry has been conducted.

(b) Retirement

(c) Termination of contract.

(d) Abscondment

(e) Death

11 RECORD KEEPING

11.1 The Human Resources section will keep records of all terminations and provide managers with labour turnover reports, including reasons, on Quarterly basis.

11.2. All terminations shall be reported on the official termination form of the Municipality.

