

<b>Relevant Legislation</b>	Section 214,215, 216,304,703, 1217 of the General Order.
<b>Commencement Date</b>	24 August 2017
<b>Review Date</b>	The review date is 12 months after the commencement date and every three years after that.

## POLICY STATEMENT

### 1 Intent

The purpose of this policy is to set guidelines for staff exit and clearance.

The Office of the Auditor-General (OAG) shall align the conditions set in this policy, set under the General Order 2011, and other conditions set by the Auditor-General to execute OAG staff exit for resignation, retirement and termination purposes.

### 2 Scope

This policy applies to all those OAG staff who are confirmed to a permanent and contract establishment.

Secondly, the policy would adequately address the procedure for staff exit.

### 3 Objective(s)

The purpose of this policy is to clarify the standard procedures and guidelines for staff exit and clearance at OAG.

### 4 Definitions and Acronyms

Define terms used in the policy and explain any acronyms, for example:

**Policy Maker** Auditor-General

**Management** Approval of Auditor-General or Deputy Auditor

### 5 Supporting Documents/References

General Order

Policy Development Framework

## 6 Key Words

Resignation

Termination

Staff Clearance

Exit Interview

## 7 Supporting Procedures/Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should staff need clarification.

RESPONSIBILITIES	
<b>Implementation, Monitoring and Evaluation</b>	Corporate Service
<b>Compliance</b>	The applicant is responsible for complying with the policy.
<b>Development and/or Review</b>	The Corporate Services division will be responsible for developing and/or reviewing the policy.
<b>Interpretation and Advice</b>	The Deputy Auditor-General is responsible for interpreting and advice on the policy.

## **ANNEXURE 1**

### **Definitions**

The OAG Staff Exit Policy is applicable to staff intending to resign, retire or are terminated.

Important notes are clarified below:

### **Notice Period:**

The normal period of notification of resignation which is 30 days or as required by the terms of their contract.

### **Resignation**

- (a) Staff who have been confirmed to a permanent and contract establishment must, if they wish to resign, give not less than 30 consecutive days' notice of their intention, in order that other arrangements may be made for the filling of their posts. The period of notice of resignation should exclude any annual and long service leave due to a staff before resignation, unless approved by Auditor-General (AG) or Deputy Auditor-General (DAG).
- (b) OAG staff serving under contract, if they wish to resign before the normal term of their contract, give such notice as is required by the terms of their contract.
- (c) On resignation, the staff forfeits all the rights and privileges of his/her office
- (d) Resignation of a staff serving a bond shall not be accepted by the OAG until the bond obligations are fulfilled.

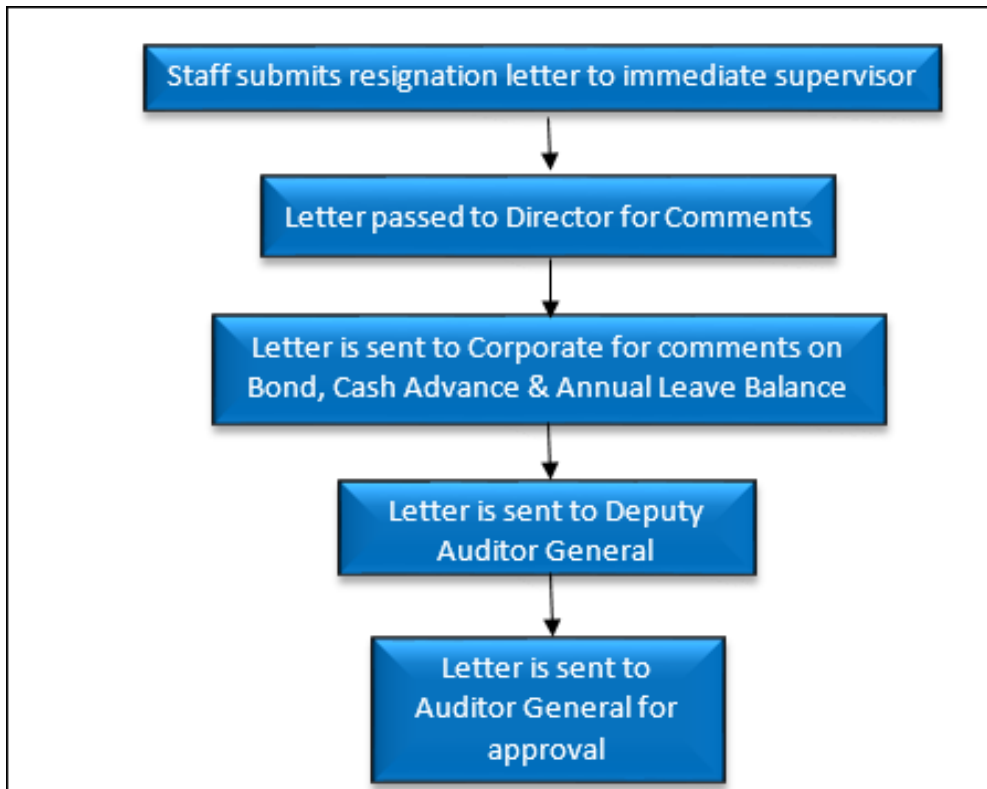
### **Resignations & Staff Clearance**

Resignations shall only be approved if;

- Duration of bond period is fully served;
- Outstanding bond arrears are settled;
- Staff are cleared from all entitlements and office belongings.

Both resignation and bond of a staff are to be handled together rather than in isolation. Staff must sign the staff clearance form to ensure all OAG belongings are returned. (Staff clearance form – attached in appendix 1).

## Resignation Process



## Retirement

- The compulsory retirement age will be 55 years.
- Any staff may, in special circumstances, and with the approval of the Auditor-General be allowed to remain employed at OAG after he/she has attained the age of 55 years.
- Any staff who has been found by a Medical Board to be medically unfit for further service, may be called upon to retire.

## Reporting on Staff About to Reach Retiring Age

- Staff shall notify the OAG for the six months before they reach the compulsory retiring age.
- Staff shall notify four months prior to their proceeding on long service, followed by compulsory retirement age.

## Absence without Leave

A staff, who is absent without leave is liable for disciplinary action.

If a staff is absent from duty without leave or for a reason not acceptable to the office and has not notified the supervisor within seven consecutive days of the beginning of such absence of his intended date to return to duty and the reason for his/her absence, he/she shall be deemed to have his/her employment terminated from OAG and forfeits all rights and entitlements.

## **Death of a Staff**

On any grounds or death of a staff, their legal representative shall be paid pro-rata compensation for annual leave earned.

At the time of retirement or death staff must have been serving at a station other than his/her station of recruitment to be eligible for relocation expenses. This includes spouse and dependent children under the age of 18 or with evidence under the age of 23 for those who are still fulltime students and dependent on their parents.

Eligible person(s) will be afforded relocation expenses based on actual expenses incurred, but only for the cost equivalent of travel and transport to the staff's station of recruitment.

## **Termination**

Managers are authorized to seek explanations from staff on offenses which they consider have been committed unethically. Additionally, Managers may seek to counsel staff and provide at least three written warnings before termination.

Also, supervisors may recommend to Auditor-General for termination of continuous underperforming staffs if all disciplinary actions are exhausted without improvement.

For such cases, the resignation clause shall apply to staff exit under termination.

## **Exit Interviews**

The office will endeavor to obtain exit interview data from all OAG staff who voluntarily terminate their employment. Under no circumstance should an exit interview be conducted by staff's immediate supervisor. Exit interview data is to be regularly evaluated to determine points of intervention and areas of satisfactory/ exceptional performance throughout the OAG.

All staff have the right to refuse to participate in an exit interview questionnaire

Staff exit interview questionnaire– attached in appendix 2.

## **8 Review**

This policy will be reviewed 12 months after implementation and every 3 years after that.

## **9 Who to Contact About this Policy**

Any queries is directed to Deputy Auditor-General

## **10 Approval**

The staff exit policy becomes effective on the date approved by the Management Committee.

## 11 Revision/Change Log

Version 1.0	Date
Endorsed by Executive Management Committee	24 August 2017
Approved by Auditor-General	



**Appendix 1**

**Staff Clearance Form**

Name: \_\_\_\_\_

EDP No: \_\_\_\_\_

Position: \_\_\_\_\_

**(To be completed by all staff who are leaving Services by resignation, termination or retirement)**

To be filled before the concerned Officer leaves the Office.

<b>Handing over Clearance</b>
Officer _____ Officer accepting the handover/Supervisor: _____ I certify that: <input type="checkbox"/> All work has been handed over
<b>IT Office Clearance</b>
I certify that: <input type="checkbox"/> Laptop has been handed over and accounted for <input type="checkbox"/> computer login, passwords and email account cancelled <input type="checkbox"/> personal documents from the computer/laptop hard drive has been cleared <input type="checkbox"/> mobile phone and charger returned (if applicable)
IT Support Officer's clearance _____
<b>Accounts Section Clearance</b>
I certify that:: <input type="checkbox"/> There is no outstanding accountable advances <input type="checkbox"/> There is no outstanding travel claims (if applicable) <input type="checkbox"/> There is no outstanding salary advances (if applicable) <input type="checkbox"/> There is no bond to be paid
Senior Accounts Officer Clearance : _____
<b>Corporate Section Clearance</b>
No of annual leave days outstanding (if applicable):

Check for Main files (Registry files) borrowed under your name has been returned:
Check for issued working tools (Workstation/Tables/Chairs):
Other comments:
Senior Admin Officer Human Resource clearance: _____
I certify that::
<input type="checkbox"/> All Office keys returned (if applicable) <input type="checkbox"/> Office of the Auditor General Identification card returned <input type="checkbox"/> OAG pin returned <input type="checkbox"/> Handover notes has been given to the supervisor
<b>Director's Clearance</b>
Comments:
Director's clearance _____
<b><u>Staff Certification (Departing staff to sign)</u></b>
I hereby certify that I do not have copies of unauthorized Office data in my possession and that I have completed all the necessary action required prior to my departure.
I have also returned to the Office of the Auditor General all equipment and materials in my possession.
Signature _____ Date _____



**Appendix 2**

**Staff Exit Interview Questionnaire**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **EDP No:** \_\_\_\_\_

**Initial Employment Date:** \_\_\_\_\_ **Last Day of Employment:** \_\_\_\_\_

1. At approximately what point in time did you begin making your decision to resign?  
\_\_\_\_\_  
\_\_\_\_\_

2. Please indicate reason(s) below, which contributed to your decision to resign your current position?  
\_\_\_\_\_ Salary \_\_\_\_\_ Family Responsibilities  
\_\_\_\_\_ Job Advancement \_\_\_\_\_ Dissatisfied/Management  
\_\_\_\_\_ Personal \_\_\_\_\_ Benefits  
\_\_\_\_\_ Study Purpose \_\_\_\_\_ Health Issues

Other--(please explain)  
\_\_\_\_\_  
\_\_\_\_\_

3. What did you enjoy most about your employment at OAG?  
\_\_\_\_\_  
\_\_\_\_\_

4. What did you enjoy least about your employment at OAG?  
\_\_\_\_\_  
\_\_\_\_\_

5. How satisfy were you with your current position, current salary?  
\_\_\_\_\_  
\_\_\_\_\_

6. Based upon your experiences here, would you recommend OAG as a potential employer to someone?  
\_\_\_\_\_  
\_\_\_\_\_

7. Please any comments or suggestions for improvement related to the OAG  
\_\_\_\_\_  
\_\_\_\_\_

**THANK YOU FOR YOUR TIME**