



# Employee Exit Policy

Version 1.0

---

<b>Policy Author</b>	Anthony Callus	<b>Designation</b>	HR Manager	<b>Dept.</b>	HR Dept.
<b>Policy Reviewer</b>	Anthony Satariano	<b>Designation</b>	Head QA	<b>Dept.</b>	QA Dept.
<b>Policy Approver</b>	QAC	<b>Effective Date</b>	09/12/2019		

---

## **1 Policy**

- 1.1 *Members of staff at the Institute for Education (IfE) remain bound by their obligations, whether explicit or implicit, to preserve any confidential information they had access to during their period of tenure with the IfE and to ensure business continuity after their departure.*

## **2 Reason for Policy**

- 2.1 To safeguard confidentiality provisions and to ensure the proper handover of work to the selected staff so as to ensure business continuity

## **3 Procedure**

### **3.1 Before termination of a member of staff, the following actions must take place following the submission of the resignation letter and acceptance by the Chief Executive Officer (CEO):**

- 3.1.1 The Human Resources (HR) manager must submit the Termination Form (Link: <https://jobsplus.gov.mt/resources/fileprovider.aspx?fileId=4396>) to the Jobsplus which should be duly completed by the departing employee and signed by the CEO. This document is obligatory by law and must be complete and sent to Jobsplus as soon as the employee terminates employment.
- 3.1.2 HR will give the outgoing employee an Exit Questionnaire (Appendix A). The HR Manager should follow this up with a one on one interview. This will assist the organisation identify and analyse reasons for staff turnover.
- 3.1.3 Settlements of property/data/files must be notified in the Termination Settle Form (Appendix B). This form is a declaration by the employee about the status of items consigned back (or not) to the IfE.
- 3.1.4 HR will give the outgoing employee a Handover form (Appendix C) to complete. It is important that during the notice period, the employee sets a timeline for handing over procedures/current processes/tenders/pending issues/ contacts/etc.
- 3.1.5 Another important document which HR will pass on to out-going employee is the Termination Settlement Record (Appendix D) which must be completed and signed by each department head before the end date and passed to HR. This form 'certifies' that there are no outstanding issue with the outgoing employee.

## **4 RESPONSIBILITIES OF THE DEPARTMENT HEADS**

### **4.1 Employee's Responsibility**

4.1.1 It is very important for employees to participate in an exit interview and as an employer we do appreciate any input an employee may have, as it will assist the IfE in the continuous internal improvement.

## **4.2 Responsibility of the Senior Management**

### **4.2.1 Approvals**

The Senior Management is required to make sure that the outgoing employee is removed from any lists of signatories for departments of finance/administration. The correct planning is the responsibility of the Senior Management in charge and must take place prior to the employee's end date.

### **4.2.2 Document and Files**

Top management is obliged to organize official departmental documents or files held by the employee to be returned and filed appropriately by selected employees. Any computer files held by the employee that include IfE critical information are to be copied and/or made accessible on the appropriate network(s). Senior Management is responsible for scheduling the return of any resource issued to the outgoing employee, namely:

- manuals, policies and procedural documents;
- teaching materials, team resources, books
- tender documents, electronic and paper files, correspondence, etc

## **4.3 Responsibility of the Manager System Administrator**

4.3.1 The IT department is required to ensure that all access to IT systems is annulled and the security of the IT systems is protected when outgoing employee hands in his/her resignation

- Termination of email address
- Withdrawal of group email lists
- Termination of all computer access and any other relevant IT access
- Replication, deletion and or removal of employee computer files (as appropriate)

4.3.2 The termination date for access to IT systems will usually be the employee's last day of duty with the IfE.

## **4.4 Human Resources Personnel Responsibility**

- HR must make sure that the Jobsplus termination form is duly completed and sent.
- HR has to ensure that the departing employee is offered the opportunity to attend an exit interview with HR.
- HR must make sure that the Exit Interview is conducted in person and prior to the employee's last day of work.
- In cases were the employee does not wish to take part in exit interview, the exit questionnaire will be sent to the employee for completion and to return to the HR office before the last day of employment.

#### 4.5 Responsibility of the Finance Department

4.5.1 It is the responsibility of the Accounts Department to ensure that any outstanding expenses/reimbursement claims are settled before the last day of employment.

#### 4.6 Responsibility of the Library/Stores

4.6.1 All IFE property including books and any other items from Stores must be returned before the last day of employment.

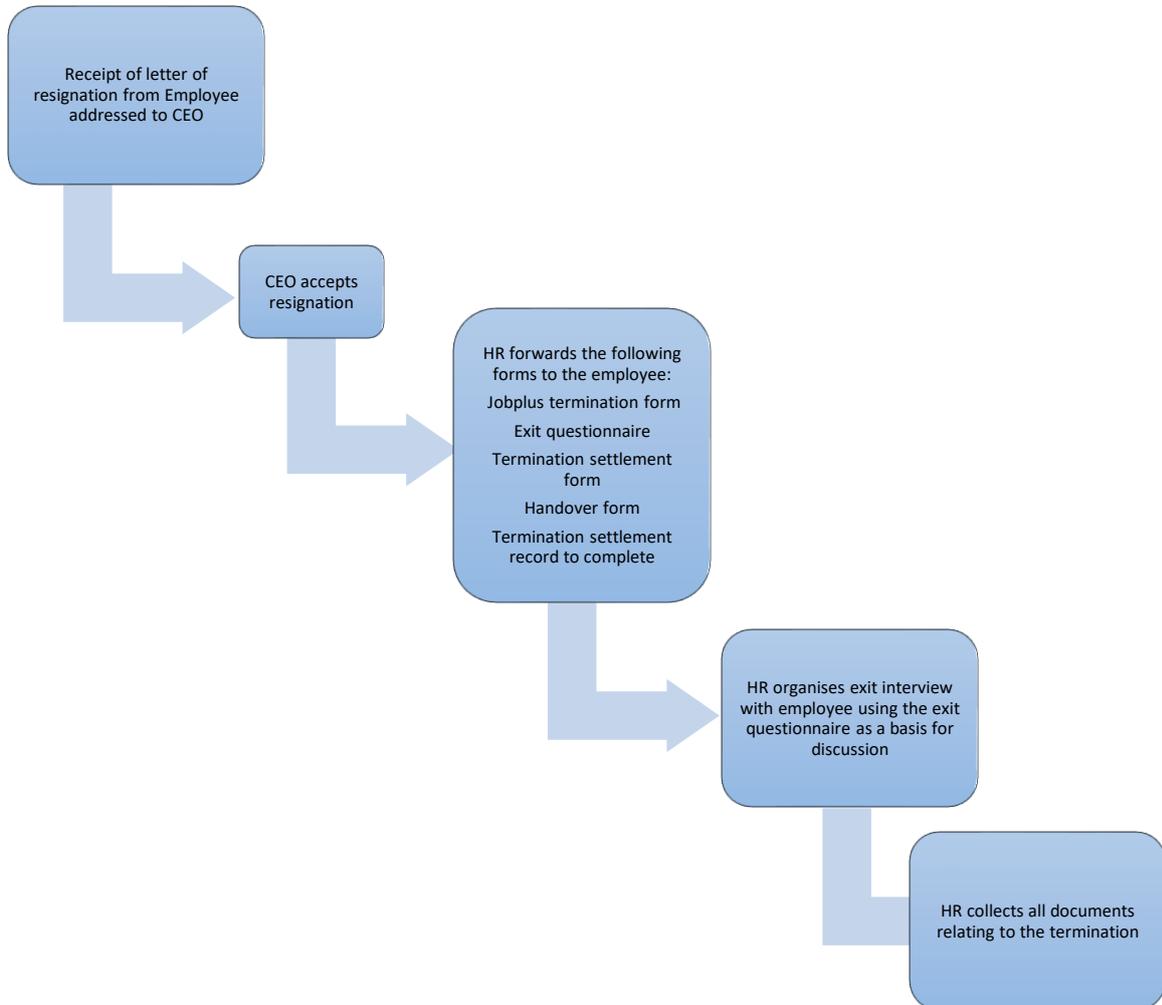
### 5 Related Documents

- [Jobsplus Form](#)
- EXIT Questionnaire (Appendix A)
- Termination Settlement Form (Appendix B)
- Handing Over (Appendix C)
- Termination Settlement Record (Appendix D)

### 6 Version history

Originator	Version	Date	Changes Done
Human Resources Department	1.0	9/12/2019	Initial Release

## Process flow



## Notes on Declaration of Termination of Employment

Explanatory notes:

1. This declaration should be filled in by:
  - The employer when a contract of employment has been **terminated**.
  - The employer when an employee's employment status is **changed**, e.g. from part-time to full-time and vice-versa, or from a definite contract to an indefinite contract or for any other reason.
  - The self-employed person on **ceasing** to be self employed.
2. This declaration should be used in both full-time and part-time employment and/or self-employment.
3. It is very important that this form is filled, especially the termination date and the reason of termination.
4. This declaration should be sent, within **FOUR DAYS** from the date of termination, to:

**Jobsplus Gozo**  
**Sir Arturo Mercieca Street**  
**Victoria Gozo VCT 2024**  
Email: [hriu.jobsplus@gov.mt](mailto:hriu.jobsplus@gov.mt)  
Tel: **22201957**

5. Persons are obliged to send this declaration and who do not so within stipulated time, are liable to a fine as envisaged in Legal Notice 110 of 1993 and Act No. XXVII Employment Training Services (Amendment) Act, and Legal Notice 226 of 2016.
6. Termination Forms can also be submitted through our website: [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)
7. The Corporation is obliged to issue an acknowledgement once this form is processed. If the employer or the employee does not receive an acknowledgement, it is up to him/her to inform the Corporation to send another acknowledgement.
8. These notes are for information purposes only.

*"If the Employer fills in this form s/he should ensure that the data required to fill in this form is obtained in so far as possible, first hand from the employee. Wherever data about the employee is obtained from a third party, the employee should be informed and the accuracy of the data ascertained.*

*Personal data is collected and held by Jobsplus and is used by Jobsplus and/or transferred to third parties in order to fill Jobsplus' functions according to law and in line with the provisions of the Data Protection Act. You should disclose to Jobsplus personal data which is correct. You have a right to access your personal data as well as to request that any incorrect personal data be rectified. You should ask for assistance if you have any queries."*

**APPENDIX A: EXIT QUESTIONNAIRE**

We would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. Your individual responses are treated as confidential and will not become part of your personnel file.

We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

<b>GENERAL DATA</b>	
Name	Employment Date
Department	Termination Date
Position	
<b>What prompted you to leave the IfE?</b>	
<input type="checkbox"/> Type of Work	<input type="checkbox"/> Quality of Supervision
<input type="checkbox"/> Compensation	<input type="checkbox"/> Work Conditions
<input type="checkbox"/> Lack of Recognition	<input type="checkbox"/> Family Circumstances
<input type="checkbox"/> IfE Culture	<input type="checkbox"/> Career Advancement Opportunity
<input type="checkbox"/> Business/Product Direction	<input type="checkbox"/> Other: _____ _____ _____
Notes	

<b>Before making your decision to leave, did you investigate other options that would enable you to stay?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No.
If "yes", describe :

**What did you think of your supervision in regard to the following?**

	Almost always	Sometimes	Never	Comments
Demonstrated fair & equal treatment	[ ]	[ ]	[ ]	
Provided recognition on the job	[ ]	[ ]	[ ]	
Developed cooperation & teamwork	[ ]	[ ]	[ ]	
Encouraged/listened to suggestions	[ ]	[ ]	[ ]	
Resolved complaints and problems	[ ]	[ ]	[ ]	
Followed policies and procedures	[ ]	[ ]	[ ]	

**How would you rate the following in relation to your job?**

	Excellent	Good	Fair	Poor	Comments
Cooperation within your department	[ ]	[ ]	[ ]	[ ]	
Cooperation with other departments	[ ]	[ ]	[ ]	[ ]	
Communication in your department	[ ]	[ ]	[ ]	[ ]	
Communication within the IfE	[ ]	[ ]	[ ]	[ ]	
Communication between you & your superior	[ ]	[ ]	[ ]	[ ]	
Morale in your department	[ ]	[ ]	[ ]	[ ]	
Job Satisfaction	[ ]	[ ]	[ ]	[ ]	
Training you received	[ ]	[ ]	[ ]	[ ]	
Growth Potential	[ ]	[ ]	[ ]	[ ]	

**Was your work load usually**

- Too great
- Varied, but all right
- About right
- Too light

Additional comments:

**How did you feel about your salary and the employee benefits?**

	Excellent	Good	Fair	Poor	Comments
Base Salary	[ ]	[ ]	[ ]	[ ]	
Benefits	[ ]	[ ]	[ ]	[ ]	
Other	[ ]	[ ]	[ ]	[ ]	

**Open questions**

How frequently did you get performance feedback?

---

What were your feelings about the performance review process?

---

How frequently did you have discussions with your manager about your career goals?

---

What did you like most about your job and/or this IfE?

---

What did you like least about your job and/or the IfE?

---

What does your new job offer that your job with this IfE does not?

---

Why is the new job/entity better?

---

Do you have any suggestions for improvement? Have you raised them in the past?

---

Would you recommend this IfE to a friend as a place to work?

[ ] Yes, without reservations [ ] Yes, with reservations [ ] No

Additional comments:



**APPENDIX B - IfE – TERMINATION SETTLEMENT FORM**

We would appreciate you taking some time to complete this form in order to make sure that all the IfE’s assets that were provided to you while on contract, are duly returned and that nothing is left pending. Thank you for your cooperation!

To: CEO

Dear .....

I hereby declare that I have nothing pending or due with the IfE and I am giving you the Termination Settlement Form duly signed.

Name:.....Position.....

Department.....ID No.: .....

E-mail .....Contact No.....

<b>1</b>		<b>HR Department</b>	
1.1	Leave/Study/etc		Yes N/A Returned
1.2	JOBSPLUS Termination		Yes N/A Returned
1.3	SRS Payroll		Yes N/A Returned
1.4	If any other specify		Yes N/A Returned
<hr/>			
<b>2</b>		<b>IT Department</b>	
2.1	Laptop / mobile		Yes N/A Returned
2.2	Data card, Pen drive, External Drive		Yes N/A Returned
2.3	Access to email/ilearn/Portal/etc		Yes N/A Returned
2.4	Access to Sage/EBSCO/Proquest/etc		Yes N/A Returned
2.5	If any other specify		Yes N/A Returned
<hr/>			
<b>3</b>		<b>Administration Department</b>	
3.1	Mobile / Telephone,		Yes N/A Returned
3.2	Document/Files/etc		Yes N/A Returned
3.3	Business Cards/		Yes N/A Returned
3.4	Office Keys? Property keys/etc		Yes N/A Returned
3.5	If any other specify		Yes N/A Returned
<hr/>			
<b>4</b>		<b>Other</b>	
			Yes N/A Returned

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



**APPENDIX D - IfE – TERMINATION SETTLEMENT RECORD**

We would appreciate you taking some time to complete this termination settlement form in order to make sure that there are no pending items/processes/issues with the IfE. Thank you for your cooperation!

Date:...../...../.....

Mr/Ms/Mx: ..... ID No.:.....

has submitted their resignation and is to be relieved on .....

The list below shows the officials who are required to indicate if there is any outstanding amount/article due from them, otherwise it is to be stated as NIL.

Designation	Mention outstanding amounts, otherwise Nil to be recorded	Signature of Manager
CEO/HOD		
Accounts Department		
IT Department		
HR Department		
Administration Department		

Notes:

**Employee:**

**CEO:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)