

CECOS UNIVERSITY OF IT & EMERGING SCIENCES

Ref No. CU/Reg/225-6188

Dated: February 18, 2022

NOTIFICATION

The competent authority is pleased to approve the “Employees Resignation Policy” as stated below. The policy will be applicable with immediate effect:

1. PURPOSE

CECOS always thrives to retain an environment that encourages the retention of employees and seeks to minimize employee turnover, nonetheless, in all cases of resignation, CECOS will ensure that all entitlements are met and employees are treated fairly and equitably during the process.

This procedure outlines the process which the CECOS faculty and administration staff should follow when resigning from the University.

2. POLICY

In order to ensure the proper completion of all paperwork and the return of University property, the following resignation/ exit procedures must be completed by each employee leaving the employment of the University. In addition to the required procedures outlined below, each employee is encouraged to have an exit interview with Manager HR. The exit interview is voluntary and provides for the exchange of information and/or suggestions, which are of benefit to both the employee and the University.

This policy aims to guide the “Faculty” as well as “Administration Staff” for a smooth resignation process.

3. RESIGNATION PROCEDURE

When an employee plans to resign from the University, the respective HOD should send to the appropriate Dean's office (in case of faculty) or Registrar Office (in case of admin staff), a copy of the individual's official letter of resignation via an email, and handle the termination process via the HR Department. The resignation letter will be acknowledged by the Dean/Registrar.

3.1 Responsibilities

a. The HOD to ensure that:

- i. All required documentation is completed and returned to the Human Resources Department
- ii. The employee is treated fairly during the period of notice
- iii. All university property is accounted for at the completion of the notice period

- b. The Applicant to ensure that:**
 - i. Required notice provisions and procedures relating to resignation are complied with.
 - ii. In case of faculty, the course file(s) having the complete record of students' attendance, results, sessional marks etc. are returned to the department and scripts of Mid and Final Term Examinations are submitted in Examination Section.
 - iii. Any online lectures, trainings, talks etc. which were recorded during employment shall not be deleted by the employee, being property of the university as per employee's employment contract
 - iv. In case of admin staff, all university documents in custody of the resignee shall be returned to his HOD.
 - v. Settlement of all sort of accounts with concerned sections is made i.e., fulfillment of the obligation of clearance within 7 days of the last working day
- c. Human Resources Department to ensure that:**
 - i. All cases of resignation are reviewed to ensure all beneficial feedback is recorded and appropriate action is taken as a result of this feedback.
 - ii. Where appropriate, resignations are followed by an exit interview.
- d. Finance Department and Registrar Office to ensure that:**
 - i. All paperwork and documentation are completed i.e., clearance & settlement of accounts, to ensure that the terminated employees receive their correct entitlements as soon as possible after the termination has taken place.

3.2 Procedure

- a.** Employees who wish to resign must write a signed letter of resignation stating their name, the date of the letter, and date of resignation which shall be shared via an email with their HODs. It is encouraged that the employees state their reasons for resignation; they need only do so if they wish. The employees should give notice in accordance with their employment contract.
- b.** The HOD should confirm that the resignation is firm and may also ask for any reasons, if appropriate.
- c.** The HOD should forward the letter of resignation to the Human Resources Department through the respective Dean and Registrar, for inclusion in the individual's personnel file and processing. The HOD must also recommend via email, the date of the employee's last day of service.
- d.** There may be cases where employees reconsider their decision to resign. There is no obligation on CECOS to accept withdrawals of a resignation. However, each case should be treated on its merits. Consideration should be given to the employee's performance and experience, together with the importance of the position and potential difficulty in finding a suitable replacement.
- e.** Withdrawal of a resignation is not possible after the notice period has expired.

4. CONTRACTUAL NOTICE PERIODS

The contractual notice period for employees are categorized as appended:

- a. Administration = One (01) month
- b. Faculty = One (01) month
- c. Security Staff = One (01) month
- d. Class Four Staff = One (01) month

5. IMMEDIATE RESIGNATIONS

Any resignations tendered with immediate effect shall only be processed for approval once accompanied by a clearance certificate, duly signed by the HOD & Registrar.

6. CLEARANCE

The HOD must ensure that the employee completes a Termination Checklist detailing all University property/official records/ files to be returned and other internal issues to be finalized including settlement of accounts.

On the satisfactory completion of the Termination Checklist, Registrar Office will pass Certificate of Service. Further, the Finance Department will make the final payment to the employee.

All final documentation must be returned to the Manager Human Resources for filing.

7. TIMELINE FOR PROCESSING RESIGNATIONS

7.1. Timely Resignations

Resignations intimated on time i.e., the resignee is willing to serve the notice period, shall be accepted with the caveat that failure to complete the clearance by the end of the last working day or prescribed timeline, may convert the resignation into termination and reflected in the Experience Certificate.

7.2. Immediate Resignations

Resignations tendered with immediate effect, will require settlement of all sorts of accounts with the concerned sections including handing over of the record, deposition of pay in lieu of the notice period etc., within 15 days of the submission of the resignation letter. The HODs shall then only forward the resignation for acceptance. If, however, a resignee fails to do so within 15 days of the notice, this would be treated as termination instead of acceptance of resignation. Further, his new employer may be approached for such delinquency.

8. ABSENCE DURING NOTICE PERIOD

Any absence during notice period is unacceptable and will be treated as leave without pay; either extending the notice period proportionately or double deduction during absence.

9. PAYMENTS

The Finance Department in consultation with the Deputy Registrar Establishment, will arrange for Payroll to prepare a final payment at the completion of the notice period within 21 days subject to the clearance by the employees.

Payment in lieu of notice period will be in accordance with the terms of the individual's contract of employment except in case of termination.

In cases where CECOS determines that the applicable notice period shall not to be worked out, payment is to be made in lieu.

10. CERTIFICATE OF SERVICE

As a rule, written references are not to be given to employees leaving CECOS. However, a Certificate of Service may be prepared by the Deputy Registrar Establishment, with a copy to be included in the employee's personal file. The certificate of service will be issued after submission of clearance certificate. In case of termination, it will be mentioned in the certificate of service that the employee's service has been terminated.

11. EXIT INTERVIEW

Feedback from employees leaving CECOS, may provide valuable information with respect to their perception of institution and the way it is managed. During the notice period HODs must arrange for the employee to attend an exit interview. Any information obtained from an exit interview should be forwarded in writing to the Human Resources Department.



REGISTRAR

Copies: Deans, Academic HoDs, Admin HoDs, Controller of Examinations