

Manager Guidance – Termination from Post

1. Introduction

Employees may terminate from their post with the council for a number reasons e.g. resignation, retirement, end of temporary contract and redundancy etc.

If your employee wishes to resign from their post(s) they will now be required to process their request via mySelf. After a 48 cooling off period, as the reporting manager you will be notified via email of the requested resignation. To action the request you will log into your myTeam.

Where appropriate, you may require to liaise with either your business partner or employee relations advisor for certain terminations e.g. redundancy, dismissal and retiral etc. Please refer to separate guide for retirements.

2. Key steps in the process (resignation only)

Step	Task	Who does it
1	Notification received via mySelf of employee terminating from post with the council	Employee
2	Log into myTeam to view and action the request.	Line Manager
3	Ensure process is followed and discussion is had between employee and manager re annual leave (if app).	Employee/Line Manager
4	Arrange to end access to ICT systems	Line Manager
5	Ensure employee has returned ID, uniform and equipment where applicable	Line Manager
6	Final pay is calculated accurately (any payments to be processed).	ESC People Operations/Payroll Team

3. What do I as a manager need to know?

The above process is followed for resignations only.

If the employee is terminating for any other reason (excluding resignation) you should ensure the reason for the employee's termination is indicated on the NOC form, and where this is due to retirement, a copy of the employee's notification confirming their termination should be submitted along with the NOC form.

Where an employee is resigning from a post with you, but is taking up a post elsewhere with the council i.e. via a recruitment process – no resignation should be processed. The HR Operations team will transfer the employee into their new post.

You should ensure the employee's absences, especially annual leave taken, is upto-date on iTrent to ensure any balance of leave is calculated accurately for the employee.

To ensure compliance with the Council's ICT Access procedures, where an employee has access to IT systems, you should arrange for their access to be ended by completed the ICT Checklist. You should also ensure the employee returns their ID, when where applicable uniform and any equipment e.g. laptop, mobile phone etc.

4. How do I get further help with this?

You can contact the People Helpdesk:
ESC-HelpDeskTeam@northlan.gov.uk

You can contact our ESC People Operations Team:
ESCPeopleOperations@northlan.gov.uk

