



## IBRI COLLEGE OF TECHNOLOGY

### STAFF SEVERANCE POLICY

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## Version Control Table

### A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
0.1	PMC through ad hoc committee, IbriCT	2015	Staff Severance Policy version 0.1 was circulated to HoDs/HoCs for feedback	HoDs/HoCs
1.0	PMC through ad hoc committee, IbriCT	15.01.2017	Incorporated the suggestions given by the HoDs/HoCs and approved by the CC	HoDs/HoCs, CC
1.1	PMC through ad hoc committee, IbriCT	27.10.2018	Circulated version 1.0 to college staff for feedback	Focused group members.
1.2	QAD, IbriCT	26/05/2019	Revised the definitions, scope and procedures.	PMC, PMSC
2.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

### B. Plagiarism verification

Version	Team/Committee /Person	Date (dd/mm/yyyy)	% of plagiarism	Signature
1.0	QAU	2017		
2.0	QAD			

**C. Document proofread by**

<b>Version</b>	<b>Team/Committee /Person</b>	<b>Date (dd/mm/yyyy)</b>	<b>Language quality (Excellent, Good, Fair)</b>	<b>Signature</b>
1.0	QAU	6/01/2015		
2.0	Proofreading Team	30/05/2019		



<b>Policy Title</b>	Staff Severance Policy
<b>Policy No.</b>	10
<b>Policy Outline</b>	Policy makes certain that there is a smooth transition of staff leaving the college because of different reasons.
<b>Status</b>	Active

### 1. Policy Title

Staff Severance Policy

### 2. Definitions and Abbreviations

#### **Severance:**

Ending of staff employment status due to resignation or termination or end of service or not renewal of contract.

#### **Probation period:**

The first three months of employment of a staff member is considered as a probation period according to article 24 of labour law of Oman (2012) and four months in the case of a staff member working under civil service contract according to article 17of civil service law.

### 3. Policy Statement

To ensure a smooth transition of staff leaving the college due to various reasons.

### 4. Purpose/Reasons

To provide a clear guidance regarding the actions to be taken when a staff resigns his/her job at IbriCT or he /she is being terminated or the college decides not to renew a staff service.

#### **Scope**

All Staff including academic and non-academic either in the Civil Service contract or Recruiting agencies contract as per labour law.

## **5. Procedures**

### **5.1. Terminating the contract of a staff who is under Probation**

The contract of a staff who is under probation period can be terminated after a notice at least seven days if his/her performance is not up to the expected level. The following procedures are to be followed before terminating a staff under probation.

- The performance of the staff is monitored by the HOS /HOD/HOC and properly recorded.
- If performance of a staff is not up to the satisfactory level, the HOD/HOC reports it to respective higher authorities according to the line of reporting with proper evidences.
- The concerned Assistant Dean takes the issue to the Dean. In case of ELC and ETC, the Head of centre takes the issue to the Dean.
- After consulting with the concerned authority, the Dean will recommend termination to the higher authority at the Ministry of Manpower.

### **5.2 Terminating the contract of a staff who has completed the Probation period**

- If performance of a staff is not satisfactory (based on the annual staff appraisal results) or if he/she violates the rules & regulations of the college, it should be reported to the ADAA/ ADAFA based on the nature of the issue with proper evidences.
- The ADAA / ADAFA upon discussing the issue with the concerned staff, he/she can keep a record or can recommend for termination. In case of violations of rules and regulations ADAA or ADAFA can raise awareness and keep a record against the staff if necessary. In all of the above cases a written explanation should be received from the staff blamed.
- A staff can be recommended for termination if he/she received three warnings at the Assistant dean/Dean level for violating rules and regulations of our college or not fulfilled his/her responsibilities as mentioned in the bylaws or any disciplinary actions involved.

- The result of disciplinary procedure is sent to the Dean for approval. The approved decision is sent to Human Resource Department for execution.
- The Dean forwards the decision to the MoM.
- After getting approval from the MoM, the HR Department through ADAFA informs the staff about the decision.

### **5.3 Non-renewal of Contract**

**The college may recommend the MoM not to renew the contract of a staff under the following situation:**

- If the employee reaches 60 years old.
- If college does not require the service of a staff anymore without giving any reason.
- If the performance of a staff is not up to the college's expectations.

### **5.4. Resignation and Transfer**

- The staff willing to resign his/her job shall follow the terms and conditions given in their contract or appointment order to do so.
- The staff willing to get transferred to other college of technology shall follow the procedure of their respective sponsoring company or Ministry of Manpower in case he/she is Ministry employee.

### **6. A staff can be terminated without any prior notice:**

- i. If he/she assumes a false identity, or if he/she resorts to forgery to obtain the employment;
- ii. If he/she absents himself/herself from his/her work for more than ten days without reasonable cause during one year or for more than seven consecutive days.
- iii. If he/she discloses any secrets relation to the college;
- iv. If he/she is found during the working hours in a state of drunkenness or was under the influence of an intoxication drug or mental stimulus;
- v. If he/she commits an assault on the employer or his/her colleagues or the responsible manager or if he commits a grievous assault on any of his/her superiors in the course of the work;
- vi. Other violations related to religion, politics, ideology, Islamic culture, etc.

### **7. Responsibilities**

### **Assistant Deans**

- To enquire or initiate disciplinary procedure against a staff if any report received from the HoD/HoC
- To endorse the result of the disciplinary actions and forward it to the dean.

### **Head of Departments/Centres**

- To conduct staff appraisal as per the staff appraisal policy.
- To send the appraisal result to the higher authorities.
- To recommend if any staff to be terminated based on the performance.
- To choose a successor for the leaving staff and follow the college handover procedure for smooth transition.
- To inform the staff about the disciplinary decisions.

### **• Human Resource Department**

- To plan and conduct exit interview as per the Exit Interview procedures while a staff is leaving the college.
- To execute the disciplinary actions.
- To ensure the smooth transition of a staff leaving for any reasons.
- To inform the MoM and/or recruiting agencies through the dean in case of termination of any staff.

### **8. Reference Documents**

- Civil Service Law (2004)
- Oman Labour Law (2012)

### **9. Related Policy and Procedures**

- Staff Appraisal Policy
- Exit Interview Procedures