

HR Uganda , REIMBURSEMENT OF COSTS.

Process Owner: Human Resource Manager (HRM)

Involved: All Managers and Departmental Heads, concerned process owners .

Purpose: To ensure that all property and financial obligations due to a staff member at the time of exit are recovered by the company.

Scope: From the point when a staff member indicates her/his intention to board off to the time of exit.

1. Any staff boarding off she/he is required to obtain a clearance form from the Human Resource Manager for her/him to be cleared the immediate supervisor or heads of department.
2. The Employee is required to hand over in a proper manner any company property in his possession to the immediate supervisor.
3. For office staff ,one may be required to make a hand over report to the Head of Department.
4. She or he must hand over any User Rights as well as Car/Office keys to the immediate supervisor.
5. In cases where a staff member ends her/his services with the company and has an outstanding financial obligation to the company, management will offset the existing obligation against the accrued benefits provided such offset does not exceed two thirds of the employees terminal package.
6. In case the staff member still has outstanding financial obligation, she or he would be required to service these obligations by paying either the same amount that was previously being deducted from her/him or by a higher amount.This shall be indicated in a repayment plan/schedule.
7. Any lost and mishandled company property shall be recovered from the employees final payments due.
8. The employee must also hand over the company Identity Card to the Human Resource Office.
9. Required to go to the company clinic for medical assessment.
10. Afterwards the Human Resource Office makes a recommendations and issues a certificate of service to the employee leaving the company.