

# Employee exit procedure

This is a mandated procedure under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

This procedure outlines the process and requirements that executive, line managers and employees must follow when an employee ends their employment with the department, under the employment conditions specified in the relevant acts, regulations and determinations.

## Scope

The procedure applies to all department employees when they end their employment by:

- resignation
- retirement
- accepting a targeted voluntary separation package (TVSP)
- completing their contract of employment
- permanent or temporary transfer to another government agency
- dismissal
- being transferred internally within the department to a different role.

## Detail

The procedure aims to:

- provide improved management of department systems and resources
- allow the department to benefit from employee feedback
- streamline the process of terminating employment.

The desired outcomes are:

- Executives, managers and employees are informed of the steps to be taken following a decision to terminate employment.
- Payroll, Shared Services SA (Payroll SSSA) receives timely and complete advice that allows them to efficiently process the termination of employment and accurately calculate termination payments.
- Employees leaving the department have an opportunity to provide feedback about their work and workplace.
- Employee feedback is reviewed and its implications for department policies and procedures are considered.
- Managers have more effective control over their resources.
- Effective access to departmental systems and resources is available.
- Employees leaving the department are informed of, and formally acknowledge, their ongoing obligations to confidentiality and intellectual property rights.

## Notification of ending employment

Employees must provide timely and appropriate advice of their intent to end their employment with the department in line with the conditions of employment specified in the acts, regulations and Commissioner's Determinations that apply to specific employee groups.

Employees must provide their intention to end their employment by completing the relevant forms, as shown below, within the required timeframes. These forms must be signed by the correct delegate (refer to [Human Resource \(HR\) delegations](#)). In some cases, the employee may submit an intention to resign or retire in writing or email to their manager.

When a manager receives notice that an employee wishes to end their employment with the department, the manager should complete and verify a [managers employee exit checklist \(PDF 263KB\)](#) and the [employee exit report \(PDF 271KB\)](#) to make sure that all relevant actions are undertaken and completed.

Additional forms must also be completed in the following situations:

- when an employee resigns or their employment is terminated – [VL156 notice of resignation or retirement of a department employee \(PDF 203KB\)](#)
- when an employee transfers to another agency, on a permanent or temporary basis – [notice of transfer of department employee \(PDF, 224.4 KB\)](#)
- when an employee transfers to another position within the department – [vacancy, selection and placement system \(VSP\) \(PDF, 669.6 KB\)](#), or in limited cases, [scheduling/appointment \(PDF, 199.5 KB\)](#) form.

Both the exiting employee and manager will sign the employee exit checklist, and all forms will be filed in the employee's personal file.

## Employees who have been part of senior executive group – substantively or temporarily in an acting role

The workgroup representative must notify [education.financialcompliance@sa.gov.au](mailto:education.financialcompliance@sa.gov.au) of all exiting employees who are, or have acted in, a role that is a member of the senior executive group, at least 2 weeks before their last working day.

Employees who have been part of the senior executive group must complete a financial declaration before their last working day. It's recommended they do this in their final working week to make sure that the responses cover as much of their tenure as possible. The declaration template is available on the [financial declarations](#) webpage and must be forwarded to [education.financialcompliance@sa.gov.au](mailto:education.financialcompliance@sa.gov.au) once completed.

## Reconciliation of payments

Payroll SSSA requires prompt advice of any termination or transfer of employment to provide the timely and accurate calculation and processing of termination payments to the employee.

Employees and managers should be aware that deadlines for any given payday are 8 days earlier than the pay day to allow documents to be processed in time and to avoid overpayments.

Completion of the relevant termination or transfer form allows Payroll SSSA to start processing the employee's termination or suppression of employment. For temporary or contract employees, termination payments may also be initiated on receipt of an auto generated report.

## Reconciliation of hours worked

Managers must check flexitime recordings (corporate sites) or monthly leave returns (school sites) and any compressed weeks agreement and confirm the following with the employee:

- the timelines and agreement for making up of any debit hours, or actioning the required pay deduction
- the timing of any leave required to expend credit hours.

## Reconciliation of leave taken and applications submitted

Managers must check the attendance of the employee and lodgement of leave forms. All outstanding leave forms should be completed and forwarded to Payroll SSSA as a high priority.

## Outstanding claim forms

Managers must make sure that any outstanding claim forms (such as for overtime, travel expenses, mileage claims or other reimbursement) are reconciled and forwarded to the relevant area of the department for processing.

## Reimbursement from employee

Managers must check that any outstanding money owed by the employee is identified.

Managers will negotiate with the employee to either reimburse any money or provide written authorisation for the amount to be deducted from the employee's termination payment. Any unresolved issues about money owed must be included in the comment section on the [managers employee exit checklist \(PDF 263KB\)](#).

## Advice to corporate ICT support

Prompt advice of any termination or transfer of employment is required to make sure that access to Information and Communications Technology (ICT) systems is revoked and the security of departmental systems is protected.

The final date for access to ICT systems will usually be the employee's last day of duty. As much notice as possible, and at least **3 business days' notice** should be given to revoke access.

When an urgent cancellation of access is required, the line manager should direct the LAN manager to contact corporate ICT support as a matter of urgency, preferably by phone, and request the immediate cancellation of any accounts and all access. The LAN manager should then complete and forward the required forms.

## Department wide ICT systems and accounts

As soon as a termination date is known, managers should advise corporate ICT support using the forms and processes specified on the [corporate ICT support](#) webpage.

## Local systems and ICT accounts

The line manager must direct the responsible LAN manager to make sure that any access to local IT systems and accounts funded locally are cancelled. This is in addition to any access and accounts managed through IT services and may include a home office phone or cable connections.

The LAN manager should be advised about whether the employee is terminating and leaving the department or just changing roles within the department.

## Network and hard drive files

Managers will make sure that the employee's work and personal files are copied, moved or deleted as appropriate. Care should be taken that any required business files and records are retained and remain accessible. Files to check include:

- email
- shared, group and personal drives
- hard drives.

## Employee details on internal systems and databases

The employee's details should be updated on any internal systems and databases in addition to those managed by corporate ICT support, People and Culture Operations and Shared Services. These include:

- phone lists and directories
- internal databases and contact lists.

## Corporate ICT support

Managers must arrange for all ICT hardware and software assigned or loaned to the employee to be returned to the workplace. This includes, but is not limited to:

- computer, terminal and laptop
- electronic diary
- printer
- software programs, manuals, discs and licences.

## Security and access

Managers must cancel all access to department sites, resources and accounts. This includes the return of:

- access security cards, swipe cards and keys
- department name tags or badges
- office, cabinet and safe keys.

Where an access card to 31 Flinders Street, the Education Support Hub or the Education Development Centre has been issued, the employee must give the access card to their manager. For locations with a security personnel, the manager will return the access card to the security desk on the ground floor. Access or swipe cards issued for other sites must be returned to the relevant business office manager.

Where an employee does not return their access card, managers will take immediate action to cancel the employee's access by contacting security on 8226 1530 (Flinders Street) or the relevant business office manager (other sites), and request deactivation of the card.

## Signature authorisations

Managers must remove the exiting employee from all lists of signatories for department accounts and purchasing provisions. The appropriate timing of the removal will be determined by the manager and may occur before the employee's last day of duty.

## Department files

Managers must arrange for all department files held by the employee to be returned and filed appropriately. Any electronic files held by the employee that include business-critical information will be copied or made accessible on the appropriate networks.

## Office and home office equipment

Managers must arrange for all office and home office equipment to be returned, including:

- mobile phone or tablet
- photocopy cards
- cab charge vouchers or cards
- first aid equipment
- home office equipment.

## Motor vehicle access and journey records

Managers must make sure that all access to government vehicles is cancelled, paperwork is up-to-date, outstanding claims are lodged and reimbursements are made. For example this includes the return of:

- mileage log
- State Fleet vehicle card
- fuel card.

The following must also be returned. Failure to return these items will attract penalties:

- all car keys and remotes
- owner's manual
- service log book.

## Vehicle inspection

On return of the vehicle, a Fleet SA vehicle assessor will conduct a thorough assessment and complete an [excessive wear and tear checklist \(PDF 141KB\)](#), listing any damage or shortfalls of the vehicle that may affect the resale value. A copy of the assessment form will be made available on request from the vehicle distribution centre or from the vehicle assessor when assessment is completed.

Employees returning vehicles with excessive wear and tear will be charged on a cost recovery basis, including an administration fee to arrange the repairs of the vehicle to an acceptable standard. Goods and Services Tax (GST) is payable on all wear and tear charges and administration fees.

For more information about Fleet SA instructions, refer to the [Fleet SA website](#).

## Other department resources

Managers are responsible for arranging the return or appropriate reimbursement for any other department resources issued or loaned to the employee. For example:

- credit cards
- library resources and loans
- manuals, curriculum, policy and procedural documents
- teaching materials, team resources and text books.

## Acknowledgements of service or work

### Official statements of service

Current department employees can access the [employee information kiosk](#) to produce a current statement of service. Should any historical service not be included, a statement of service can be requested by completing [statement of service request](#).

### Employee recognition program

The department will provide a certificate of appreciation for employees who are retiring and an invitation to an employee recognition event. The departmental employee recognition program recognises retirees and long term employees at the completion of 10, 20, 30, 40 or 50 years of service. The criteria, process and contact details for employee recognition are available at [recognising retirement and length of service milestones](#).

## Employee feedback

Employees leaving the department have the opportunity to provide feedback on the nature and organisation of their work, through a written [employee exit report form \(PDF 271KB\)](#) or a face-to-face exit interview or both.

Feedback received via either of these methods must be reviewed and its impact on department policies and procedures considered. This will allow managers to have more effective control over their resources and make sure that exiting employees are informed of and formally acknowledge their ongoing obligations to maintain confidentiality and intellectual property rights.

### Exit report

Managers will provide exiting employees with the [employee exit report form \(PDF 271KB\)](#). Any completed reports must be kept at the worksite and a copy forwarded to [Education.HRConfidential@sa.gov.au](mailto:Education.HRConfidential@sa.gov.au).

## Exit interview

Managers will offer employees the option of an exit interview, which is usually conducted by the manager. The employee may complete the [employee exit report form \(PDF 271KB\)](#) at this interview or notes may be taken and confirmed by both parties. Completed forms must be kept at the worksite and a copy forwarded to [Education.HRConfidential@sa.gov.au](mailto:Education.HRConfidential@sa.gov.au).

## Records management

Managers must keep records of all relevant information about the employee exiting. General disposal schedules 22, 30 and 31 will help with managing these records (refer to [disposal of records](#)). You can also contact the Records Management unit for more information at [education.disposal@sa.gov.au](mailto:education.disposal@sa.gov.au).

## Grievance resolution

An employee may lodge a complaint if they consider they have been treated unreasonably or unfairly in the application of this procedure in line with the [complaint resolution for employees procedure \(PDF, 1.6 MB\)](#).

## Roles and responsibilities

### Directors, principals and preschool directors

Inform managers of these procedures.

Manage and review the application of exit procedures for the workgroups within their areas of responsibility so that the desired outcomes are achieved.

### Line managers and managers

Inform employees of these procedures.

Manage the procedures at the local level so that the desired outcomes are achieved.

### Director, People and Culture Operations

Review this procedure every 2 years or earlier, as determined appropriate.

## Supporting information

[Employee exit report form \(PDF 271KB\)](#)

[Managers employee exit checklist \(PDF 263KB\)](#)

[Notice of transfer of department employee \(PDF, 224.4 KB\)](#)

[Notice of resignation or retirement of a department employee \(PDF 203KB\)](#)

[VL181 scheduling/appointment \(PDF, 199.5 KB\)](#)

[Statement of service request](#)

## Related legislation

[Education and Children's Services Act 2019](#)

[Public Sector Act 2009](#)

## Related policies

[Complaint resolution for employees procedure \(PDF, 1.6 MB\)](#)

[Transfer or assignment management procedure \(PDF, 330.6 KB\)](#)

[Right of return management procedure](#)

[Transition to retirement \(superannuation\) procedure \(PDF, 384.1 KB\)](#)

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## Contact

### **People and Culture Operations**

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