Procedure

Employee exit

Please note this procedure is mandatory and staff are required to adhere to the content.

Procedure overview

This procedure identifies the process and requirements executive, workgroup managers and employees are required to follow when an employee ceases employment with the department, and in accordance with the conditions of employment specified in the relevant acts, regulations and determinations.

Scope

The procedure applies to all department employees and executive and work group managers when an employee ceases employment, including:

- the termination of employment through resignation
- retirement
- targeted voluntary separation package (TVSP)
- the completion of contract employment
- permanent or temporary transfer to another government agency
- dismissal
- department internally transferred employees.

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1. Procedure detail

The procedure aims to:

- enable improved management of departmental systems and resources
- enable the department to benefit from employee feedback
- improve the efficiency of the process of terminating employment.

The desired outcomes are:

- executive managers, workgroup managers and employees are informed of the procedure which follows the decision to terminate employment
- payroll, Shared Services SA (Payroll SSSA) receives timely and complete advice which enables the efficient processing of the termination of employment and the accurate calculation of termination payments
- employees leaving the department have the opportunity to provide feedback on the nature and organisation of their work
- procedures are put in place to review this feedback and consider its implications for departmental policies and procedures
- workgroup managers have more effective control over workgroup resources
- access to departmental systems and resources is controlled more effectively
- employees leaving the department are informed of and formally acknowledge their ongoing obligations with regard to confidentiality and intellectual property rights.

For information and advice contact

People and Culture Operations
Telephone: 8226 1356
Email: Education.Leave@sa.gov.au

1.1 Notification of cessation of employment

Employees are required to provide timely and appropriate advice of their intent to terminate employment with the department according to the conditions of employment specified in the acts, regulations and Commissioner’s Determinations that apply to specific employee groups.

- **Education Act 1972**
- **Children’s Services Act 1985**
- **Public Sector Act 2009**

Employees are required to provide their intention to leave 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 the workgroup manager.

Department employee resigns or terminates:

- **Managers employee exit checklist**
- **Form – VL156 notice of resignation or retirement of a department employee**
- Exit interview and/or employee exit report (optional)

Department employee transfer to another agency (permanent or temporary transfer):
- Managers employee checklist
- Form – notice of transfer of department employee
- Exit interview and/or employee exit report (optional)

Department employee transfer within the department:
- Managers employee exit checklist
- Form – scheduling/appointment
- Exit interview and/or employee exit report (optional)

On receipt of a notification of cessation of employment and correct delegate approval, the workgroup manager is to complete and verify a manager’s employee exit checklist and the VL153 employee exit report to ensure that all relevant actions are undertaken and completed. All checklists are to be signed by both the exiting employee and the workgroup manager and the completed checklist is to be filed on the employee’s personal file.

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

The workgroup representative is required to notify 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 prior to their last working day.

Employees who have been part of a senior executive group must complete a financial declaration prior to their last working day. It is recommended they do this in their final working week to ensure the responses cover as much of their tenure as possible. The declaration template is available on the financial declarations intranet page.

Declarations must be forwarded to education.financialcompliance@sa.gov.au.

1.2 Reconciliation of payments

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

Employees and managers should be aware that close off deadlines for any given payday occur eight days earlier than the pay day to allow documentation to be processed in time and to avoid overpayments.

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

1.2.1 Reconciliation of hours worked

The workgroup manager is required to check flexitime recordings (corporate sites) or monthly leave returns (school sites) and/or any compressed weeks agreement and confirm with the employee:
- the timelines and agreement for making up of any debit hours and/or actioning the required pay deduction, and
the timing of any leave required to expend credit hours.

1.2.2 Reconciliation of leave taken and applications submitted
The workgroup manager is required to check the attendance of the employee and the associated lodgement of leave forms. Any outstanding leave forms should be completed and forwarded to Payroll SSSA as a high priority.

1.2.3 Outstanding claim forms
The workgroup manager must ensure that any outstanding claim forms (eg for overtime, travel expenses, mileage claims or other reimbursement) are reconciled and forwarded to the relevant recipient for processing.

1.2.4 Reimbursement from employee
The workgroup manager is required to check that any outstanding monies owed by the employee, (eg reimbursement for personal mileage, library fees or fines, advances or loans, or mobile phone bills) are identified.

The workgroup manager negotiates with the employee to either reimburse any money or provide written authorisation for the amount to be deducted from the employee’s termination payment.

The workgroup manager should note any unresolved issues regarding monies owed in the comment section on the managers employee exit checklist.

1.3 Advice to corporate ICT support
Prompt advice of any termination or transfer of employment is required to ensure that all access to Information and Communications Technology (ICT) systems is revoked and the security of departmental systems is protected.

The finish date for access to ICT systems will usually be the employee’s last day of duty. As much notice as possible, and at least three days' notice should be given.

When an immediate cancellation of access is required, the workgroup 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.

1.3.1 Department wide ICT systems and accounts
As soon as a termination date is known, the workgroup manager is to advise corporate ICT support using the forms and processes specified by corporate ICT support. These are available on the corporate ICT support departmental Intranet.

1.3.2 Local systems and ICT accounts
The workgroup manager is required to direct the workgroup LAN manager to ensure 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 workgroup LAN manager should be advised on whether the employee is terminating and leaving the department or just changing roles within the department.

Network and hard drive files
The workgroup manager is to ensure that the employee’s work and personal files are to be copied, moved and/or deleted as appropriate. Care needs to be taken that any required business files and records are retained and remain accessible. Files to check include:
• email
• shared, group and/or personal drives
• hard drives.

1.3.3 Employee details on internal systems and databases

The employee’s details are to 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.

1.4 Corporate ICT support

The workgroup manager is required to arrange for all ICT hardware and software assigned or loaned to the employee to be returned to the workplace. For example:

• computer, terminal and/or lap top
• electronic diary
• printer
• software programs, manuals, discs and licences.

1.5 Security and access

The workgroup manager is required to ensure that all access to departmental sites, resources and accounts is cancelled. This includes the return of:

• access security card(s), swipe card(s) and/or keys
• departmental name tag(s)/badge(s)
• office, cabinet and/or safe keys.

Where an access card to 31 Flinders Street has been issued, the workgroup manager must physically obtain the access card from the exiting employee and return it 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 access cards are not returned, the workgroup manager is to take 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.

1.5.1 Signature authorisations

The workgroup manager must ensure that the employee is removed from any lists of signatories for departmental accounts and/or purchasing provisions. The appropriate timing of this is to be determined by the workgroup manager and may need to occur prior to the employee’s last day of duty.

1.5.2 Departmental files

The workgroup manager is required to arrange for any departmental files held by the employee to be returned and filed appropriately. Any electronic files held by the employee that include business-critical information are to be copied and/or made accessible on the appropriate network(s).
1.6 **Office and home office equipment**

The workgroup manager is required to arrange for all office and home office equipment to be returned. For example:

- mobile phone and/or pager
- photocopy card(s)
- cab charge vouchers and/or cards
- first aid equipment and beeper
- home office equipment.

1.7 **Motor vehicle access and journey records**

The workgroup manager must ensure 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:

- all car keys and remotes*
- owner’s manual*
- service log book*
- mileage log
- State Fleet vehicle card
- fuel card.

*Failure to return these items will attract penalties.

1.7.1 **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](#), listing any damage/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.

Customers 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 regarding Fleet SA instructions, please refer to the [Fleet SA](#) website.

1.8 **Other departmental resources**

The workgroup manager is responsible for arranging the return or appropriate reimbursement for any other departmental resources issued or loaned to the employee. For example:

- credit card(s)
- library resources and loans
- manuals, curriculum, policy and procedural documents
- teaching materials, team resources and/or text books.
1.9 Acknowledgements of service/work

1.9.1 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.

1.9.2 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 will recognise retirees and long term employees at the completion of 10, 20, 30, 40 or 50 years of service. The criteria, process and contact details are available at the employee recognition program intranet page

1.10 Employee feedback

It is important to ensure that employees leaving the department have the opportunity to provide feedback on the nature and organisation of their work, either through a written employee exit report and/or a face to face exit interview. Feedback received via either of these methods must be reviewed and considered in relation to departmental policies and procedures. This will enable workgroup managers to have more effective control over workgroup resources and ensure that exiting employees are informed of and formally acknowledge their on-going obligations with regard to confidentiality and intellectual property rights.

1.10.1 Exit report

The workgroup manager is to provide each employee who is leaving the department with the employee exit report. The employee is to be invited to complete the report. Any reports completed by employees are to be kept at the work site and a copy forwarded to Education.HRConfidential@sa.gov.au.

1.10.2 Exit interview

The workgroup manager is to offer the employee the option of an exit interview. The workgroup manager will normally conduct these interviews. The employee may complete the employee exit report at this interview or notes may be taken and confirmed by both parties. Completed forms are to be kept at the work site and a copy forwarded to Education.HRConfidential@sa.gov.au.

1.11 Records management

Employee’s workgroup manager must keep records of all relevant information relating to the employee exiting. Reference to the general disposal schedule 22, 30 and 31 will assist with the management of these records or contact the Records management unit.

1.12 Grievance resolution

An employee may lodge a complaint if they consider they have been treated unreasonably or unfairly in the application of this procedure as per the Complaint resolution for employees policy and in accordance with the Complaint resolution for employees procedure.
## 2. Roles and responsibilities

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<tr>
<td>Directors, principals and preschool directors</td>
<td>Informing workgroup managers of these procedures. Management and review the application of exit procedures for the workgroups within their areas of responsibility so that the desired outcomes are achieved.</td>
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<tr>
<td>Workgroup managers</td>
<td>Informing employees of these procedures. Managing the procedures so that the desired outcomes are achieved.</td>
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<tr>
<td>People and Culture division</td>
<td>To review these procedures every 2 years or prior as determined appropriate.</td>
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### SUPPORTING INFORMATION

- **Published**: April 2019
- **Related legislation**
  - *Education Act 1972*
  - *Children’s Services Act 1985*
  - *Public Sector Act 2009*
- **Related policy documents and forms**
  - Complaint resolution for employees policy
  - Complaint resolution for employees procedure
  - Transfer or assignment management procedure
  - Right of return management procedure
  - Transition to retirement (superannuation) procedure
  - Employee exit report form
  - Managers employee exit checklist
  - Notice of transfer of department employee
  - Notice of resignation or retirement of a department employee
  - VL181 scheduling/appointment
  - Statement of service request

### Keywords

Employment, resignation, retirement, termination, transfer

### REVISION RECORD

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<td>New departmental procedure</td>
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