



# Procedure

## Employee separation

Implementation Date: 22/06/2018

Version: 2.0

### Audience

Department-wide

### Purpose

This procedure outlines how an employee can notify the Department of Education that they are ceasing their employment.

### Overview

When an employee intends to cease their employment with the department they must notify their manager, principal or supervisor. Prior to separation the employee and their manager, principal or supervisor must ensure the return of departmental property, revocation of computer access, and finalisation of outstanding finance and administrative matters.

### Responsibilities

#### Employees

- Provide [written notice of their intention to cease employment](#) in accordance with the required notice period within the relevant [award or agreement](#) (DoE employees only).
- Resolve all outstanding finance and administrative matters prior to their departure.
- Return all information belonging to the department prior to their departure, including both hard and electronic copies of official records and those contained on digital / electronic media devices.
- Return all government property belonging to the department prior to their departure.
- Do not improperly disclose or use confidential information gained in the course of their employment.

#### Managers, principals, supervisors

- Explain to employees their obligations once they leave their employment, as detailed within the relevant employment separation checklist.
- Provide employees with information about the [employee assistance program](#) if they require further support regarding their decision to leave the department.

#### HR delegate

- To determine appropriate action when the required notice period has not been provided by the employee.



## Regional office

- File the employment separation checklist on the official employee record, as appropriate.

## Payroll services

- File the employment separation checklist on the official employee record, as appropriate.
- Process the employee separation and all outstanding payments

## Process

### 1. Submit a notice to cease employment

Employee submits a [notice to cease employment](#) (DoE employees only) form to their manager, principal or supervisor as soon as practicable, but no later than the required notice period under their award or certified agreement.

*If the minimum notice period has been provided*, the manager, principal or supervisor provides Payroll Services with the notice to cease employment immediately after approval.

*If the minimum notice period has **not** been provided*, the manager, principal or supervisor refers the matter to the Human Resource (HR) delegate to determine the appropriate action. The HR delegate must immediately advise Payroll services of their decision (via the notice to cease employment form) to ensure the correct termination entitlements applicable to the employee are processed.

In the instance that an employee wishes to withdraw their notice to cease employment, please refer to the [withdrawing notice to cease employment](#) factsheet.

### 2. Process employee separation

Prior to finishing their last day of work, an employee must complete, sign and submit an employment separation checklist to their manager, principal or supervisor.

- [Employment separation checklist – employees below the SES level](#) (DoE employees only)
- [Employment separation checklist – CEO and SES officers or equivalent](#) (DoE employees only)

The manager, principal or supervisor must review the completed employment separation checklist and ensure all department equipment is returned.

For **permanent employees only**, the manager, principal or supervisor provides the employee with [departure survey](#). The employee's manager, principal or supervisor undertakes the following tasks with effect from close of business of the employee's last date of employment:

- removes the employee's phone book details from the department's intranet
- cancels, or transfers to another employee, any subscriptions to software or publications paid for by the department.

### 3. Finalise employee separation

Immediately after the employee's separation, the employee's manager, principal or supervisor provides the completed and signed employment separation checklist to the:

- appropriate Regional Office (for regional employees) to retain on the employee's personnel file.
- Payroll services (for central office and Early Childhood Education and Care employees), to retain on the employee's personnel file.

Payroll services process the employee separation and all outstanding payments.

### Definitions

<b>HR delegate</b>	Refer to the departmental <a href="#">HR delegations manual</a> (DoE employees only).
<b>digital / electronic media devices</b>	Any storage device that holds digital data including data, voice and video (e.g. magnetic disk, magnetic tape, optical disc and USB drive).
<b>notice period</b>	For the purposes of this procedure, a notice period is the time period between the day that an employee gives notice to the employer of the final day of employment, and the final day of employment itself. Minimum notice periods appear in the <a href="#">Industrial Relations Act 2016 (Qld)</a> as well as in some <a href="#">awards and certified agreements</a> .
<b>official records</b>	Any form of recorded information, both received and created, that provides evidence of the departmental decisions and actions while government employees are undertaking its activities. It can include emails that document departmental decisions and actions; handwritten notes documenting departmental decisions and actions; SMS messages that document departmental decisions and actions; version-controlled work instructions; data within a database that records business processes and actions; agendas and papers presented at departmental meetings; general briefing notes to senior management; or minutes recorded during departmental meetings.

### Legislation

- [Industrial Relations Act 2016 \(Qld\)](#)
- [Public Service Act 2008 \(Qld\)](#)
- [Employment separation procedures \(Directive 15/14\)](#)

### Delegations/Authorisations

- [HR delegations manual](#) (DoE employees only)

### Related policies

- Nil

## Related procedures

- Nil

## Guidelines

- Nil

## Supporting information/websites

- [New and resigning staff](#) (DoE employees only)
- [Leaving the public service](#)
- [Request to withdraw notice to cease employment](#) factsheet
- [Notice to cease employment form](#) (DoE employees only)
- [Employment separation checklist – employees below the SES level](#) (DoE employees only)
- [Employment separation checklist – CEO and SES officers \(or equivalent\)](#) (DoE employees only)
- [Departure survey](#) (DoE employees only)
- [Employee assistance program](#) (DoE employees only)

## Contact

For further information, please contact Integrity and Employee relations.

Email: [employeerelations.humanres@qed.qld.gov.au](mailto:employeerelations.humanres@qed.qld.gov.au)

## Review date

22/06/2020

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

Version 1.0 Employee Separation and Withdrawal of Notices to Cease Employment

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