

# Staff Cessation of Employment Policy



Queensland Institute of Business Technology Pty Ltd

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## Document

<b>Document Name</b>	Staff Cessation of Employment Policy
<b>Brief Description</b>	This Policy applies to all staff leaving their employment with Griffith College, including resignations, retirements, redundancies and terminations. This Policy should be read in conjunction with the terms and conditions applicable to that individual.
<b>Responsibility</b>	College Director and Principal
<b>Initial Issue Date</b>	09/04/2008
<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
30/01/2019	2	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

## Related Documents

<b>Name</b>	<b>Location</b>
QIBT Employee Collective Agreement	<a href="#">Policy HUB</a>
IT Access Controls Procedure	Policy HUB
Delegations of Authority Policy	<a href="#">Policy HUB</a>
Employee Exiting Checklist	<a href="#">PDF</a>
Exit Questionnaire	<a href="#">PDF</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Staff Cessation of Employment Policy sets out the approach of Griffith College relating to the management of resignations, retirements, redundancies and terminations.

## 1.2 Purpose

The purpose of this Policy is to ensure that the College fulfil the requirements when staff leave the College.

## 1.3 Scope

This Policy has been prepared in accordance with the [QIBT Employee Collective Agreement](#), the [IT Access Controls Procedure](#) and the [Delegations of Authority Policy](#).

# 2 Policy Statement

This policy applies to all staff leaving their employment with Griffith College, including resignations, retirements, redundancies and terminations. There are several different arrangements in place across the College, with regards to terms and conditions of employment. In every case, this policy should be read in conjunction with the terms and conditions applicable to that individual.

## 2.1 Notification of Cessation of Employment

Employees and Griffith College are required to provide timely and appropriate written advice of cessation of employment, in accordance with the conditions of employment for the individual.

For example, for employees subject to the [QIBT Employee Collective Agreement](#), 4 weeks written notice is required on resignation.

In all circumstances the Employee Exiting Checklist should be completed.

## 2.2 Advice to Finance Department

As promptly as practicable, the Department Head must notify the Finance Department of the employee's exit. The Senior Finance Officer will then calculate the final payment due to the employee, in accordance with his or her employment conditions. In order to assist the Senior Finance Officer to correctly calculate the final payment, it is imperative that Department Heads ensure that any applicable items in the following documentation list have been lodged for processing as quickly as possible:

- Hours worked, including any time-in-lieu outstanding
- Leave forms
- Claims for reimbursement
- Any monies owed, e.g. library charges
- Any other items which would affect the final payment due to the employee

Department Heads should familiarise themselves with notification deadlines and the impact this may have on pay schedules.

The employee's details are to be updated on MAZE and on the staff contact list/phone list

## 2.3 Advice to IT Department

Prompt advice of cessation of employment is required to ensure that all access to IT systems is revoked and the security of College systems is protected. The finish date for access to IT systems will usually be the employee's last day of duty. Refer to the [IT Access Controls Procedure](#) for more information

In some circumstances, an immediate cancellation of access may be required. Where this is the case, the Department Head should contact the Manager, IT Services as a matter of urgency, and request the immediate cancelling of any accounts and all access.

Exiting employees are required to review the electronic files that they are responsible for, including email archives and network drive files (e.g. O & Z Drives). The intended outcome should be to ensure that:

- All current work-related documents are moved into a public folder so that the staff who need to assume those responsibilities can easily access the documents they require
- All superseded documents are archived onto CD or DVD
- All documents that are of no further value are deleted
- All personal files are removed from Griffith College computers

## 2.4 Security and Access

The Department Head is required to ensure that all access to Griffith College sites, resources and accounts is cancelled. This includes the return of:

- access security card(s) and/or keys;
- credit card(s);
- mobile phones;
- laptop computers and/or electronic diary devices;
- cab charge vouchers and/or cards;
- departmental name tag(s)/badges; and
- office, cabinet and/or safe keys.

If the employee works from home, or travels for work, any items that are not located at the Griffith College site, must also be returned.

## 2.5 Authorisations

The Department Head is required to liaise with the Business Manager to ensure that the employee is removed from any lists of signatories for College accounts and/or the [Delegation of Authority Policy](#).

The Department Head must consider whether the employee has authority to act on behalf of Griffith College to any external bodies. Some common examples include ability to allocate CHESSNs (Commonwealth Higher Education Student Support Number) or access to PRISMS (Provider Registration and International Students Management System).

## 2.6 Feedback from Exiting Employees

### 2.6.1 Exit Questionnaire

The Department Head is to provide each employee who is leaving Griffith College with the [Exit Questionnaire](#). The employee is to be invited to complete the report, either in isolation or in conjunction with an exit interview.

Completed forms are to be forwarded to the Business Manager, either directly or via the relevant Department Head. The forms will be entered onto the Employee Exit Register. In situations where the form is returned directly to the Business Manager, aggregate results and constructive comments will be fed back to the relevant Department Head.

If the employee chooses not to complete the [Exit Questionnaire](#), a blank initialled copy must still be forwarded to the Business Manager so that it can be evidenced that the employee was offered the opportunity.

### 2.6.2 Exit Interview

The Department Head is to advise the employee that he/she has the option of an exit interview and would usually conduct the interview. Either party may request that the College Director and Principal conduct the interview. In situations where the staff member directly reports to the College Director and Principal, it is acceptable for either party to request a Navitas HR representative to conduct the interview.

The employee may complete the [Exit Questionnaire](#) at the interview or notes may be taken and confirmed by both parties.