Policy and Procedure Register updates – Summary of changes to:

Employee separation procedure

1. **Reason for new/updated policy or procedure** *(select all that apply)*		
☒ Change of policy/procedure requirements	☒ Audit/review recommendation	
☒ Change to legislation/delegations	☒ Due for review	☐ Other

The Employee separation procedure (and supporting checklists) have been reviewed in accordance with procedure review requirements, following legislative change, change in procedure requirements regarding activities to be conducted prior to ceasing employment and changes for responsibility regarding requests to withdraw a notice to separate employment.

2. **Summary of changes**

Updated legislative references.

Transfer of responsibilities regarding requests to withdraw a notice to separate employment from a central level to local level.

Clarification of application of procedural requirements in circumstances where an employee ceases employment with the department verse ceases in a role but maintains employment with the department.

Updated employee separation checklist requirements.

Improved clarity and language regarding processes and responsibilities.

3. **Impacts to roles and responsibilities**		
Does the new/updated content change staff roles/responsibilities *in any way*?	☒ Yes	☐ No

If yes, select the type of change: *(select all that apply)*

☐ Revised responsibilities   ☒ New/additional responsibilities   ☐ Removed responsibilities

Position title	Summary of change	Page #
School Principals, Managers, Supervisors	Responsibility for employee requests to withdraw notice to separate employment	2, 4

4. **Communication and support for implementation**

Communications will be distributed to key internal staff and a knowledge-based article will be developed to support the implementation of the procedure.

For further assistance, please contact:

Employee Relations; Integrity and Employee Relations
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