



# Procedure

## Employee separation procedure

Version: 2.4 | Version effective: 19/01/2022

### Audience

Department-wide

### Purpose

This procedure outlines how an employee can notify the Department of Education (the department) 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](#) (DoE employees only) 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
- Complete the employee separation checklist (for all employees) and employee departure survey (for permanent employees only).
  - Employment separation checklists must be completed upon an employee's cessation, secondment, transfer or at any other time an employee ceases in a role (whether temporarily or permanently).
- Do not improperly disclose or use confidential information gained in the course of their employment.

## Managers, principals, supervisors

- Explain to employees their responsibilities prior to and upon ceasing employment and complete all required actions as detailed within the relevant employment separation checklist
- Provide employees with information about the [employee assistance program](#) (DoE employees only) 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

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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

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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 for approval.

- [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, complete all required actions of the manager, principal or supervisor and thereafter sign the employment separation checklist.

For **permanent employees only**, the manager, principal or supervisor provides the employee with a [departure survey](#) (DoE employees only). 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.

### 4. Applying to return to work following separation from employment with an FCR in place

An FCR is a Notice placed on an employee's computerised employment record as a mechanism to monitor applications of an employee seeking to return to work following separation from employment. A Notice requires that applications for future employment with the department be referred directly to the relevant unit for consideration.

Reasons for placement of an FCR include:

- Conduct, performance or regulatory issues
- Finance
- Health
- Payroll.

## Definitions

Term	Definition
<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> (DoE employees only).

Term	Definition
<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)

## Policies and procedures in this group

- [Recruitment and selection policy](#)
- [Recruitment and selection procedure](#)
- [Criminal history check procedure](#)
- [Recruitment of classified teacher positions \(school leaders and heads of program\) procedure](#)
- [Relinquish from position procedure](#)
- [Relocation of classified teachers \(school leaders and heads of program\) procedure](#)
- [Transfer at level procedure](#)
- [Unattach from position procedure](#)
- [Workplace reform permanency procedure](#)

## Supporting information for this procedure

- [Request to withdraw notice to cease employment factsheet](#)

## Other resources

- [Working with children authority procedure](#)

- [New, returning and departing staff](#) (DoE employees only)
- [Leaving the public service](#)
- [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.*

1.0 Employee Separation and Withdrawal of Notices to Cease Employment

2.0 Employee separation

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