

Staff Resignation and Termination Procedure

1. Overview of the Procedure

This procedure is a guide for [insert organisation name] staff in managing the cessation of a staff member's employment with the organisation. The employee exit procedure is followed to ensure both [insert organisation name] and the employee understand the reason for discontinuing employment, that no security breaches occur and to gain valuable feedback from the departing employee.

This procedure should be read with the accompanying the Human Resources Policy and the Staff Performance and Conduct Procedure.

2. Considerations

This procedure has been developed primarily for permanent and contract employees. However, this employee exit procedure may be undertaken for casual or temporary employees where appropriate.

Where possible, exit procedures are to be followed for all departing staff with the process to be led by the staff member's direct supervisor.

3. Procedure Steps

3.1 Resignation or Dismissal

Notification of cessation of a staff member's employment must be provided in writing.

The employee is to provide resignation notice outlining intention to resign and the final date of employment. Notice must be provided as per the employee's employment contract.

Where [insert organisation name] is initiating termination of employment, notice of termination will be provided, outlining final date of employment and reasons for termination, as per the Human Resources Policy.

3.2 Exit Interview

All resigning employees are offered an exit interview with an 'independent' staff member, and/or their supervisor and/or the CEO/Manager.

The purpose of the exit interview is to seek information from the employee as to their experience of employment with the organisation and to identify areas for improvement.

The exit interview is a confidential discussion. Where matters are highlighted that require investigation, personal identification is to be avoided.

The Staff Exit Interview Form is used to guide discussion and to document key points.

Information provided during the exit interview is reviewed and incorporated into **[insert organisation name]**'s ongoing quality improvement activities where relevant.

3.3 Written or Verbal Reference

Employees with more than two (2) months service may, upon request, be provided with a written or verbal reference on performance and service details, unless dismissed for serious misconduct.

Employees with less than two (2) months service, or those who are dismissed due to serious misconduct may, upon request, be provided with a written statement of service containing the length and nature of the employment.

3.4 Return of [insert organisation name] Property

On or before the employee's final date of employment, the employee is to:

- Return all property of the organisation (including keys, documents, information technology equipment, intellectual property)
- Return or be reimbursed with outstanding petty cash or expense claims
- Remove hard copy and electronic personal and confidential files
- Inform supervisor of any passwords/codes that may prevent access to computer files.
- Complete a handover of relevant information with their supervisor and/ or other relevant staff

The Staff Exit Checklist is used to identify property to be returned to **[insert organisation name]** by the employee.

3.5 Administration

Before the employee's final date of employment, **[insert organisation name]** is to:

- Calculate remaining leave entitlements and final payments
- Ensure forwarding contact details are provided by the employee
- Inform the employee's superannuation fund of the employee's final date of employment.
- Complete a Separation Certificate

On or before the employee's final date of employment, **[insert organisation name]** is to:

- Restrict computer network access – both office and remote
- Remove as a signatory to financial and other transactions.

The Staff Exit Checklist is used to guide administrative tasks to be completed when exiting an employee.

3.6 Record Keeping

The staff member's resignation letter or a copy of **[insert organisation name]**'s employment termination letter is filed in the employee's personnel file.

The Staff Exit Interview Form discussion notes and completed Staff Exit Checklist is filed in the employee's personnel file.

Reference

This procedure is adapted from the NADA Staff Resignation and Termination Procedure.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44