

Strategic Objective:

2. People & Culture



POLICY: 2.4 Employment Termination

Approval By: Manager Community **Approval Date:** 30-05-2014

Document Owner: Manager People & Culture **Next Review Date:** 30-05-2016

Purpose This policy is intended to clearly outline QEC's commitment to ensuring employment termination is in line with the Fair Work Act 2009.

Target Audience This policy applies to all QEC employees including permanent employees, casuals, contractors, volunteers, students, and honorary appointees.

Definitions

Policy QEC acknowledges the importance of developing and maintaining procedures that support best practice in efficient termination of employment. This policy sets out how this will be achieved.

QEC will:

- **Require the following for resignations:**
 - Employees intending to resign must provide written notice to their Manager of their intention to resign, stating the date of resignation and their last working day. Notice period needs to be consistent with relevant Award / Agreement.
 - Managers are responsible for providing the termination of employment information for People and Culture as per procedure 2.4.1. This will ensure that property is returned, access deleted and final payment processed.
 - People and Culture offer an exit survey and/or exit interview to employee
- **Require the following for retirements:**
 - Employees should seek independent financial advice regarding their retirement
 - Employees who retire voluntarily are required to notify their Manager of their intention to retire, stating the date of retirement and their last working day. Notice period needs to be consistent with relevant Award / Agreement.
 - Managers are responsible for providing the termination of employment information for People and Culture as per procedure 2.4.1. This will ensure that property is returned, access deleted and final payment processed.
 - QEC Payroll will issue a Certificate of Service, which can be used for notification to relevant Government Departments
 - People and Culture offer an exit survey and/or exit interview to employee

2.4 Employment Termination

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POLICY: 2.4 **Employment Termination**

- **Require the following for termination of employment:**
 - Authorisation of the Chief Executive, or delegate. In all cases a Manager is required to consult with the Manager, People and Culture prior to recommending termination of employment.
 - Satisfactory completion of the 2.2.8 Disciplinary Procedure. Nothing contained in the Disciplinary Procedure shall affect the right of QEC to terminate an employee for serious and/or wilful misconduct
 - Where an employee does not report for rostered duty over an extended period and gives no explanation after repeated attempts of contact by QEC through verbal and written communication an abandonment of employment is taken to occur. QEC will consider termination of employment.
 - No employee shall be recommended for dismissal unless the employee has been advised of their right to representation and natural justice.
 - The final decision to terminate an employee's service must be conveyed to the employee in writing with details of the reason for the decision.
 - Any disputes concerning employees covered by *The Fair Work Act 2009* shall be referred to the appropriate industrial body for resolution. Such resolution shall be accepted by the parties as final.
 - Enable People and Culture to determine, based on relevant circumstances, if an employee should be accompanied to their locker or desk and escorted from the building.
 - Require all property belonging to QEC be returned by employees leaving QEC prior to leaving the building. This may include but not be limited to: keys, identification, car park fob, mobile phone, duress alarm, laptop and laptop accessories.
 - Require the People and Culture Department to monitor response rates for exit surveys and interviews and ensure any trends or issues that require highlighting are brought to the attention of management where appropriate.
 - Adhere to all relevant legislation, industrial instruments and common law in all facets of employee support and workplace relations.
 - Provide the necessary training, development, tools and support to ensure compliance with this policy.
 - Ensure that all procedures under this policy are fully documented communicated and complied with by all employees.

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Related Links 2.4.1 Exiting Staff Procedure
 2.2.8 Disciplinary Procedure
 2.3.4 Performance and Development

Key Legislation, Acts and Standards

Fair Work Act 2009
 Victorian Equal Opportunity Act 2010
 Human Rights and Equal Opportunity Act 1986
 Code of Conduct for Victorian Public Sector Employees
 All relevant Industrial Awards

PLEASE PLACE A 'Y' IN THE BLANK COLUMN relating to the applicable standards below:-
 e.g.

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	Y
	1.2	Exercising Rights & Responsibilities	

DHS STANDARDS Listing

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	
	1.2	Exercising Rights & Responsibilities	
2.0 Access & Engagement	2.1	Services Are clear	
	2.2	Services are delivered	
	2.3	Access to Services	
3.0 Wellbeing	3.1	Services Adoption	
	3.2	Services Participation	
	3.3	Goals Documented & Implemented	
	3.4	Reviews, Evaluations & updates	
	3.5	Delivery is in Safe Environment	Y
4.0 Participation	4.1	Choice & Control of Service Delivery	
	4.2	Community Participation	
	4.3	Maintaining Connections with Family & Friends	
	4.4	Strengthen Culture Connection - Aboriginal/Torres	
	4.5	Strengthen Cultural, Spiritual & Language	
	4.6	Life Skills - Develop Sustain Strengthen	

ISO 9001:2008 Listing

4.0 Quality Management System	4.1	General	
	4.2.1	Doc Requirements General	
	4.2.2	Doc Requirements Quality Manual	
	4.2.3	Doc Requirements Control of Docs	
	4.2.4	Doc Requirements Control of records	
5.0 Management	5.1	Management Responsibility	

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Responsibility	5.2	Customer Focus	
	5.3	Quality Policy	
	5.4	Planning Inc 5.4.1-5.4.2	
	5.5.1	Responsibility & Authority	
	5.5.2	Management Representative	
	5.5.3	Internal Communication	
	5.6	Management Review	
6.0 Resource Management	6.1	Provision of resources	Y
	6.2	Human resources	Y
	6.3	Infrastructure	
	6.4	Work Environment	Y
7.0 Product Realization	7.1	Planning of Product Realisation	
	7.2	Customer-related Processes	
	7.3	Design & development	
	7.4	Purchasing	
	7.5	Production and service provision	
	7.6	Control of monitoring & measuring devices	
8.0 Measurement, Analysis & Improvement	8.1	Measurement Analysis & Improvement	
	8.2	Monitoring & Measurement	
	8.3	Control of non- conforming Product	
	8.4	Analysis of Data	
	8.5	Improvement	

Key Legislation, Acts and Standards

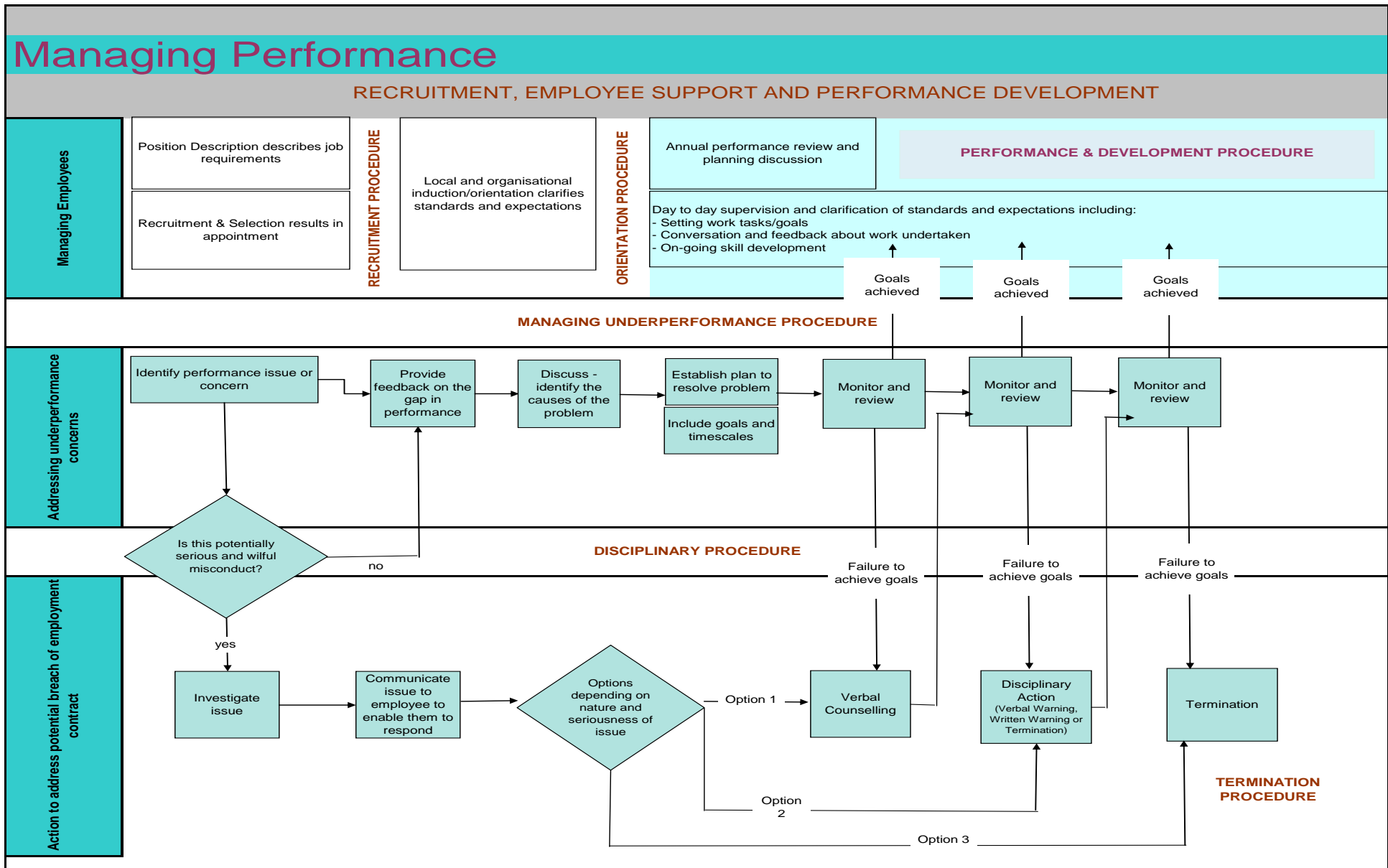
Key words Termination, Resignation, Retirement, Exit interview, Exit survey, QEC Property

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