

Employee exit procedure

This is a mandated procedure under the operational policy framework. Any edits to this procedure must follow the process outlined on the [creating, updating and deleting policy documents](#) page.

Overview

This procedure outlines the process and requirements executive, line managers and employees must follow when an employee ends their employment with the department, under the employment conditions specified in the relevant acts, regulations and determinations.

Scope

In scope

The procedure applies to all department employees when they end their employment by:

- resignation
- ret • termination

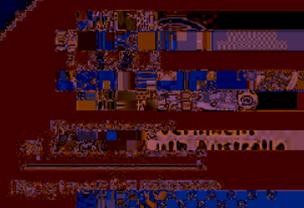
Out of scope

The procedure does not apply to department employees when they:

- accept a new position at another education site or business unit in the department.
- transfer to another position within the department.
- are a teacher or ancillary employee who is resigning from one site, but not all schools or preschools they currently work at
- end their teaching or ancillary contract early but remain active on the Employable Teacher Register (ETR) or Employable Ancillary Register (EAR).

Teachers or ancillary employees that finish a contract early but remain active on the Employable Teacher Register (ETR) and Employable Ancillary Register (EAR) should refer to [ending a teaching or ancillary contract early or cancelling a contract](#) for more information.

For PS Act employees, refer to the [transfer or assignment management procedure \(PDF 203KB\)](#)





Reconciliation of hours worked

Line managers are required to check flexitime recordings (corporate sites) or monthly leave returns (school sites) and/or any compressed weeks agreement and confirm the following with the employee:

- x the timelines and agreement for making up of any debit hours and/or actioning the required pay deduction, and
- x the timing of any leave required to expend credit hours.

Reconciliation of leave taken and applications submitted

Line managers are required to check the attendance of the employee and lodgement of leave requests. All outstanding leave requests should be submitted for approval or forwarded to Payroll SSSA as a high priority.

Outstanding claim forms

Line managers

The

Departmental files

Line managers are required to arrange for all departmental files held by the employee to be returned and filed appropriately. Any electronic files held by the employee that include business-critical information will be copied and/or made accessible on the appropriate network(s).

Office and home office equipment

Line managers must arrange for all office and home office equipment issued by the department to be returned, including, but not limited to:

x716@405SP€

Other departmental resources

Line managers are responsible for arranging the return or appropriate reimbursement for any other departmental resources issued or loaned to the employee. For example:

- x credit card(s)
- x library resources and loans
- x manuals, curriculum, policy and procedural documents
- x teaching materials, team resources and/or text books.

Acknowledgements of service/work

Official statements of service

Current department employees can access the [employee information kiosk](#) to produce a current statement of service. Should any historical service not be included, a statement of service can be requested by

Roles and responsibilities

Directors, principals and preschool directors

Informing line managers of these procedures.

Management and review of the application of exit procedures for the workgroups within their areas of responsibility so that the desired outcomes are achieved.

Line managers and managers

Informing employees of these procedures.

Managing the procedures at the local level so that the desired outcomes are achieved.

Director, Workforce Management and Capability

To review this procedure every 3 years or prior as determined appropriate.

Organisational Development

Administer and manage the 'Your Experience Matters' survey ensuring the confidentiality of survey participants.

Manage the analysis of the survey feedback and provide recommendations to inform workforce strategy.

Supporting information

[Employee exit checklist \(PDF 427KB\)](#)

[Ending a teaching or ancillary contract early or cancelling a contract](#)

[Retiring or resigning from the department](#)

[Statement of service requests](#)

[Your Experience Matters exit interview form \(PDF 234KB\)](#)

Related legislation

[Education and Children's Services Act 2019 \(SA\)](#)

[Public Sector Act 2009 \(SA\)](#)

Related policies

[Employee complaints procedure \(PDF 1.8MB\)](#)

[Right of return management procedure \(PDF 165KB\)](#)

[Transfer or assignment management procedure \(PDF 203KB\)](#)

[Transition to retirement \(superannuation\) procedure \(PDF 932KB\)](#)

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