



<b>GUIDELINE</b>	
<b>Cessation of Employment</b>	
<b>Scope (Staff):</b>	All employees
<b>Scope (Area):</b>	CAHS (including PMH/PCH, CACH, CAMHS)

### Aim

To outline the process to be followed after a decision to terminate employment has been made to ensure compliance in relation to legislative, industrial relations, human resources management, employment data, record keeping practices, and security obligations.

### Key Points

- This guideline supports the [Cessation of Employment \(CAHS Policy\)](#).
- Employer initiated termination of employment as a result of retirement on medical grounds, redeployment, severance (redundancy and/or voluntary or involuntary severance), discipline or sub-standard performance are subject to other policies and some steps in this guideline are not appropriate in those circumstances (refer to [Cessation of Employment \(CAHS Policy\)](#) for specific policies applicable).
- Managers have overall responsibility to ensure access, equipment and work handover requirements are complete and all documentation obligations are met when an Employee leaves CAHS employment.

### Tools and Forms

<a href="#">Termination Form</a> (T1)	<p>A Termination Form (T1);</p> <ul style="list-style-type: none"> <li>• Must be completed when: <ul style="list-style-type: none"> <li>○ A permanent Employee is terminating/has terminated employment; or</li> <li>○ A fixed term contract Employee is terminating/has terminated their contract earlier than the contracted end date.</li> </ul> </li> <li>• Does not have to be completed for an Employee on a fixed term or casual contract with a specified end date and they cease employment on that date. In this situation, the Manager may send an email to Health Support Services (HSS) to confirm that the contract is completed.</li> <li>• Must be submitted to HSS Employee Benefits (Payroll) prior to the date of termination to ensure on time processing.</li> </ul>
<a href="#">Termination Checklist</a> (T2)	<ul style="list-style-type: none"> <li>• The Termination Checklist (T2) is provided to aid the process and is recommended for use in conjunction with the T1.</li> <li>• Prior to the employees leaving the site, the Manager and Employee</li> </ul>

	should ensure that all relevant activities as listed are completed.
<a href="#">eHFN-030</a> (if relevant)	<ul style="list-style-type: none"> <li>Managers must complete on the last day or day following last day of employment to ensure that all IT access for the exiting employee is disabled.</li> </ul>

### Employee initiated terminations

- Employee initiated termination includes:
  - resignation;
  - retirement;
  - permanent transfer to another Health Service Provider, Department of Health or within the public sector.
- Employees should notify their Manager in writing of intention to terminate employment, ensuring notice requirements outlined in the relevant industrial agreement and/or award and/or in their employment contract are met.

### Employees moving positions within CAHS

- An Employee who is permanently moving to another position within CAHS is not considered to be terminating employment.
- Movement to another position is facilitated by completion of a [M3 – Staff Movement form](#) or a [M6 - Contract Variation form](#), therefore T1 or T2 forms are not required.
- Employees should still give their Manager adequate notice of their movement and ensure that information and recordkeeping tasks relevant to their position are documented in compliance with the [CAHS Recordkeeping Plan 2015027](#).
- In some cases, the Employee may need to return laptops or other equipment or devices if these were exclusive to the position or department they are leaving.

### Employer initiated terminations

- Employer initiated termination includes:
  - termination of contract with notice;
  - termination due to disciplinary action or substandard performance;
  - severance (redundancy, voluntary or involuntary severance); and
  - termination of employment due to the death of the employee.
- All employer initiated decisions to terminate an Employee's contract of employment must be made in accordance with the [CAHS Authorisation Schedule for Health Service Providers](#) with advice from Human Resources. Employer initiated termination is governed by relevant policy and legislation.
- Once a decision has been approved to terminate employment and the Employee has been notified, actions outlined in the section *Process – General Requirements for all Cessations* apply.

### **Completion of fixed term contracts / casual contracts with end dates**

- Employees on fixed term or casual contracts will automatically cease employment the day after their last contracted working day therefore no T1 form is required. Other actions may be relevant, please refer to *Process – General Requirements for all Cessations*.

### **Exit Survey**

Managers will offer and make available to exiting employees the opportunity to complete an exit survey. Participation in the exit survey is voluntary however employees are encouraged to complete the survey to provide insight into their employment experience with CAHS.

To access and complete the exit survey, the Manager or Employee need to follow the links on [CAHS HealthPoint](#). Full instructions on completing and submitting the survey are available within the survey.

## Process – General Requirements for all Terminations

- Step 1**
- A decision is made for an Employee to cease employment.
  - Where Employee initiated, they must notify their Manager in writing of the intention to terminate their employment, ensuring notice requirements in the relevant industrial award and/or agreement and/or contract are met.



- Step 2** The Manager meets the exiting Employee (where possible) to discuss:
- Policy and guidelines relating to cessation/termination of employment.
  - Termination details, including period of notice, responsibilities, and final dates.
  - The exit steps and entitlements (leave, pay etc.).
  - Work completion matters – handovers, documentation.
  - Process for return of equipment/property and access.
  - Option to complete an Exit Survey.
- If Employee initiated and appropriate, Managers should explore possible retention.



- Step 3**
- Terminating employees, or their Managers (if employee is unable), must submit a [T1 Termination Form](#) to formalise termination before the last day of employment. Final payment cannot be processed by HSS until lodgement of the T1 form.
  - A [T2 Termination Checklist](#) should be commenced to assist in the termination of employment process.



- Step 4** On the Employee's final work day the Manager should:
- Ensure all relevant business information created or maintained by the terminating Employee is appropriately documented into the relevant record management system.
  - Finalise items as listed on the T2 checklist ensuring all equipment and property is returned to CAHS prior to the departure of the Employee.
  - Complete a HFN-030 form on the last day or day following last day of employment to disable IT access.

<b>Related internal policies, procedures and guidelines</b>
<a href="#">CAHS Cessation of Employment (CAHS Policy)</a>
<a href="#">CAHS Authorisation Schedule for Health Service Providers</a>
<a href="#">CAHS Identification of Staff Policy</a>

<b>References</b>
<a href="#">Public Sector Standards in Human Resource Management – Termination Standard</a>

<b>Useful resources (including related forms)</b>
<a href="#">T1 Termination Form</a>
<a href="#">T2 Termination Checklist</a>
<a href="#">When to use a T1? If Not what form to use?</a>
<a href="#">Exit Survey</a>

This document can be made available in alternative formats on request.

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