



**STPATRICK'S**  
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.12

# Employment Termination

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## **POLICY**

It is the policy of St Patrick's Technical College to define procedures to be applied when employees leave the College. This policy applies to voluntary and involuntary terminations of employment. This policy is to be referred to in conjunction with Policy Number 3.11, Disciplinary Procedures, where disciplinary action may involve consideration of involuntary termination of employment.

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## **GUIDELINES**

1. This policy applies to all employees.
2. Voluntary Termination
  - 2.1. Employees have the right to terminate their employment at any time (subject to the terms and conditions which may be specified in their individual Employment Contract or South Australian Catholic Schools Enterprise Agreement.)
  - 2.2. Employees are required to give a minimum of four weeks' notice of their intention to terminate employment.
3. Involuntary Termination applies when employment is terminated by St Patrick's Technical College. This may occur by way of redundancy or dismissal. In the case of involuntary termination, the following guidelines apply.
4. Involuntary terminations may not be implemented without prior approval of the College Principal.
5. Full consideration must be given to the circumstances of the matter before a decision is made that involuntary termination is the appropriate cause of action. Consideration will include (but are not limited to) the employee's response to the case for termination, alternatives to termination (transfer, suspension, limited duties, demotion), and the needs of the College. When the issue of involuntary termination arises because of disciplinary action, the adequacy and correctness of prior corrective or disciplinary procedures must also be evaluated.
6. Dismissal may arise in the case of below standard performance, serious or repeated misconduct, or other reason management may in its discretion determine. Where dismissal arises, the guidelines in this policy and Policy Number 3.11, Disciplinary Procedures, are to be strictly adhered to.
7. Redundancy may arise as a result of structural changes to the College, because existing skills do not meet business requirements, or decline in or lack of work resulting in the requirement for fewer employees.

### **Notice of Termination**

#### **Teaching Staff**

8. In order to terminate the employment of a permanent teacher the employer must give the teacher six weeks' notice in writing or payment in lieu. However, in circumstances where a teacher is to be made redundant, the employer must give the teacher 12 weeks' notice in writing or payment in lieu.



In order to terminate employment a permanent teacher must give the employer at least six weeks' notice in writing. The employer may, where reasonable cause exists, reduce or waive the required period of notice.

**Education Support Officers**

9. In order to terminate the employment of a permanent employee (including an employee on probation) the employer must give the employee the following notice in writing.

<b>Period of Continuous Service</b>	<b>Period of Notice</b>
Not more than 3 years	At least 2 weeks
More than 3 years but not more than 5 years	At least 3 weeks
More than 5 years	At least 4 weeks

In addition, the period is increased by 1 week if the employee is over 45 years old and has completed at least 2 years of continuous service with the employer at the end of the notice period.

In order to terminate employment, an Education Support Officer must give the employer at least 2 weeks' notice in writing. The employer may, where reasonable cause exists, reduce or waive the required period of notice.

**Redundancy Pay**

**Teachers**

10. A teacher is entitled to 12 weeks' salary plus 1 weeks' salary for each year or part year of continuous service with the employer up to a maximum of 12 weeks. (Total maximum is 24 weeks' redundancy pay.)

**Education Support Officers**

11. The amount of redundancy pay for Education Support Officers equals the total amount payable to the employee for the redundancy pay period worked out using the following table at the employee's usual rate of pay for his or her ordinary hours of work:-

<b>Employee's Period of Continuous Service with the Employer on Termination</b>	<b>Redundancy Pay Period</b>
Less than 1 year	Nil
At least 1 year but less than 2 years	4 weeks
At least 2 years but less than 3 years	6 weeks
At least 3 years but less than 4 years	7 weeks
At least 4 years but less than 5 years	8 weeks
At least 5 years but less than 6 years	10 weeks



At least 6 years but less than 7 years	11 weeks
At least 7 years but less than 8 years	13 weeks
At least 8 years but less than 9 years	14 weeks
At least 9 years	16 weeks

#### **Final Payment**

12. All terminating employees shall be given their final pay on the next normal payday following the pay period in which separation occurs. The final pay will include all salary owed to the employee plus payment for any unused but accrued entitlements (such as unused annual leave).

#### **Exit Arrangements**

13. St Patrick's Technical College will conduct an exit interview with departing employees to enable all details relating to termination of employment to be finalised. Appendix 1, Exit Interview Questionnaire, is to be completed by the departing employee. Guidelines for conducting an exit interview are:-

- 13.1. The Principal is responsible for conducting exit interviews with all departing employees.
- 13.2. The exit interview is to be conducted in the last week of employment, preferably the last day.
- 13.3. The Business Manager is responsible for ensuring all details relating to salary, benefits and superannuation are finalised prior to the exit interview.
- 13.4. At the exit interview, employees are required to return any College property, including keys, security passes, manuals or handbooks, uniforms, and any other property the employee has been authorised to use during employment.

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#### **RELATED POLICIES**

- *1.4 – Staff Code of Conduct*
- *3.5 – Induction*
- *3.11 – Disciplinary Procedures*



*APPENDIX 1*

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**EXIT INTERVIEW QUESTIONNAIRE**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please identify the reason/s you have decided to leave St Patrick's Technical College. If any of the following reasons influenced your decision to leave, rank in order of importance.

- |                                                                       |                                                  |
|-----------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> career change                                | <input type="checkbox"/> lack of recognition     |
| <input type="checkbox"/> better career opportunity                    | <input type="checkbox"/> lack of opportunity     |
| <input type="checkbox"/> salary                                       | <input type="checkbox"/> lack of training        |
| <input type="checkbox"/> working conditions                           | <input type="checkbox"/> family responsibilities |
| <input type="checkbox"/> dissatisfaction with the College environment | <input type="checkbox"/> relocation              |
| <input type="checkbox"/> dissatisfaction with your work               | <input type="checkbox"/> furthering education    |
| <input type="checkbox"/> dissatisfaction with your supervisor/manager | <input type="checkbox"/> self-employment         |
|                                                                       | <input type="checkbox"/> other                   |

Further comments: \_\_\_\_\_  
\_\_\_\_\_

After leaving St Patrick's Technical College, you will be:-

- |                                             |                                        |
|---------------------------------------------|----------------------------------------|
| <input type="checkbox"/> employed elsewhere | <input type="checkbox"/> self-employed |
| <input type="checkbox"/> not employed       |                                        |

If going to another employed position, does it offer:-lower salary

- |                                                    |                                              |
|----------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> less responsibility       | <input type="checkbox"/> higher salary       |
| <input type="checkbox"/> comparable salary         | <input type="checkbox"/> more responsibility |
| <input type="checkbox"/> comparable responsibility |                                              |

In which industry sector is your next position? \_\_\_\_\_



As far as you are able to comment, how do you rate the benefits offered by St Patrick's Technical College compared to others?

- excellent
- very good
- average
- below average
- cannot comment

Is it your view that employees were generally held to comparable performance standards in:-

your area:       yes       no       don't know

the College:       yes       no       don't know

Is it your view that performance is the main factor determining success with St Patrick's Technical College?       yes       no       don't know

If no, please comment: \_\_\_\_\_  
\_\_\_\_\_

Do you leave the College feeling satisfied with your employment with us?

- yes
- no
- don't know

If no, or don't know, please comment: \_\_\_\_\_  
\_\_\_\_\_

Would you recommend St Patrick's Technical College to others seeking employment?

- yes
- no
- don't know

If no, or don't know, please comment: \_\_\_\_\_  
\_\_\_\_\_

What suggestions would you make on how to make St Patrick's Technical College a better place to work?

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Name: \_\_\_\_\_ (PRINT)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

