

Guideline: Ceasing Employment Guidelines

Owner: Director, People and Culture

1 INTENT

This guideline is designed to assist Line Managers in the roles, responsibilities and steps required in the ceasing employment process in accordance with University policies

2. ORGANISATIONAL SCOPE

This guideline applies to ongoing, fixed-term and casual employees of ECU.

All forms and checklists are available from the [Ceasing Employment webpage](#) . If you have any questions or need assistance, please contact your Business Partner.

3. CONTENT

3.1 An employee may elect to end their employment at any time by either resigning or retiring.

All resignations or retirements must be voluntary, submitted in writing and provide period of notice required under the Enterprise Agreement or contract of employment.

Once an employee's notification has been formally accepted, an alternate end date may be negotiated. Once the resignation or retirement has been processed by payroll and it cannot be withdrawn without the approval of the Director People and Culture.

If you feel the end of employment is not voluntary, or there could be underlying reasons motivating the employee then where practicable, discuss this with the employee, or seek advice from your Business Partner.

3.2 The employee should be encouraged to prepare a hand-over report for the new incumbent or back fill staff member. You must arrange a time with the employee to go through this report prior to cessation to ensure all outstanding issues have been resolved. If possible, the departing employee should also go through this hand-over report with the new incumbent.

3.3 An online Staff Exit Survey will be issued via the Staff Kiosk to the departing employee. You are encouraged to prompt the employee to complete this survey. The responses to this survey are confidential and will be returned to People and Culture to collate and analyse the data to inform University staff strategies and/or business practices.

4. PROCESS

4.1 The employee formally advises their Line Manager in writing of their intention to cease employment with the University, providing their intended end date.

4.2 On receipt of the written notification, the Line Manager may consider or negotiate any aspects of the notification and may include [counter-offer](#), alternate end date, notice period and handover documentation.

4.3 On acceptance of the written advice, the Line Manager endorses the notification, advises the employee, and considers staffing requirements and replacement.

4.4 The Line Manager forwards the endorsed written end of employment notification to Payroll Services (payroll@ecu.edu.au).

If assistance is needed with staffing and replacement, please contact your Business Partner. If assistance is needed with the Recruitment process, please contact your People and Culture Adviser.

4.5 On receipt of the endorsed notification, the relevant Payroll Officer will update the employee's end date on the HR Information System and issue an Staff Exit Survey to the employee via the Staff Kiosk.

4.6 Payroll Services will email the employee a letter of acknowledgement and prepare and process the final payment of any accrued leave entitlements owed to the employee. This will be paid to the departing employee in the first available pay period on or after their final working day.

4.7 It is the joint responsibility of the Line Manager and the employee (ongoing, fixed-term, casual, sessional, and unpaid) for the return of any University items and the revocation of accesses issued to the employee.

A series of email notifications will generate (where applicable) to the relevant business areas to confirm end of employment. These business units will check their records and take the appropriate action and/or confirm with the employee the return of any University issued equipment/items.

- ECU Credit Cards
- ECU Qantas Club
- Assets
- University technology
- University files
- Library services
- Relocation entitlements
- University vehicles
- University keys
- Research Ethics/Grants
- ECU Uber for Business accounts
- IT Services
- People and Culture Services

5. CONTACT

For queries relating to this document please contact:

All Enquiries Contact:	Manager, People and Culture Services
Telephone:	08 6304 5995
Email address:	people@ecu.edu.au