

<b>Name of Policy</b>	<b>Notice of Termination by the Staff Member Policy</b>
<b>Description of Policy</b>	<i>This policy covers the requirement of the employee to provide notice of termination to the University.</i>
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision
<b>Description of Revision</b>	<i>Amendment of provision from EB provision to Interim Draft Policy</i>
	<i>Reformatting of information</i>

### Human Resources Directorate

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
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<b>Vice Chancellor's Approval Date</b>	7 April 2008

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## **1. Background Information**

This policy has been developed to provide guidance to academic and general staff of the University and their Supervisors on requirements associated with Termination of Employment by a staff member.

## **2. Policy Statement**

The University require staff members who are terminating their employment from the University, to provide written notice of termination in accordance with the notice periods set out in this policy.

## **3. Policy Purpose**

This policy informs staff members, who are terminating their employment from the University of their obligations in relation to the provision of notice of termination, and the consequences of not providing adequate notice. The policy also informs staff of the administrative processes relating to the return of University property and the University's Exit Strategy.

## **4. Application of Policy**

The provisions of this policy apply to all staff of the University who are terminating their employment with the University.

### **4.1. Notice of Termination**

**4.1.1.** A casual staff member is required to give a minimum of one hour's notice of termination of employment.

**4.1.2.** Subject to the staff member's contract of employment, a staff member, other than a casual, is normally required to give to the University not less than two weeks notice of termination of employment.

**4.1.3.** Where a staff member is directly supporting educational delivery or relevant service delivery it is expected that, a staff member, other than a casual, would provide the University with a reasonable period of notice, in order to maintain normal University operations.

**4.1.4.** If a staff member other than a casual staff member fails to give the University the required period of notice, the University shall have the right to withhold monies owing to the staff member with the maximum amount equal to the ordinary time rate of pay for the period of notice not given.

**4.1.5.** The written and signed notice of termination is to be submitted to the staff member's manager/supervisor.

**4.1.6.** Only the delegated University officer may waive or vary the required period of notice.

### **4.2 Return of University Property**

It is the responsibility of the staff member to ensure that all University property issued to the staff member is returned on or before the staff

member's final day of duty. All arrangements associated with the return of University property issued to a staff member will be supervised by the staff member's nominated supervisor.

#### **4.3 Exit Strategy**

The University seeks to monitor staff satisfaction levels with their work environment and recognises that staff members who are leaving the University are in a position to provide valuable perspectives on their overall employment experience at the University.

As part of the University's Exit Strategy, feedback is sought from staff members who are leaving the University through the use of an Exit Questionnaire. In addition to the questionnaire, a follow-up Exit Interviews is available to staff members who wish to take up such an opportunity.

Participation in the Exit Strategy is voluntary. The results of the questionnaire and the follow-up interview are entirely confidential and will only be used to monitor staff satisfaction with the work environment and to identify any key issues and ways in which the quality of working life at Australian Catholic University might be improved for the benefit of the institution as a whole and its corporate commitment to working life quality.

#### **5. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

#### **6. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.