



Rationale:

This policy supports the requirements of NAG 3 which require the Board to develop and implement personnel and industrial relations policies and to be a good employer as defined in the State Sector Act 1988.

Purpose:

The purpose of this policy is to provide departing staff with an open and transparent forum for providing feedback about their employment experience at the school.

Scope:

All Staff and Board.

Guidelines:

1. A **Departing Staff Checklist** must be completed by all staff before they leave their employment at school.
2. Departing permanent staff and relievers (who have been employed for a continuous period in excess of four weeks) will be encouraged to participate in an **exit interview**. Exit interviews are optional.
3. Exit interviews with teaching staff may be conducted by the Principal.
4. Exit interviews with support staff may be conducted by the Executive Officer.
5. Departing staff may optionally ask for a Board of Trustees' member to conduct their exit interview.
6. Interviews are confidential to the interviewer, interviewee and the Board of Trustees.
7. Exit interviews will be tabled at the next "In-Committee" section of the Board of Trustees' meeting.

Related policies:

1. EEO

References or Sources:

1. National Administration Guideline 3
2. State Sector Act 1988, and amendments

Review details:

Version No	Action	Date
1	Replaces Exit Interview Policy written	July 2001
1	Ratified BoT	Aug 2001 July 2004 July 2007
2	Reviewed KIR, NEE, CDC	July 2011
2	Ratified BoT	July 2011
3	Reviewed BoT	May 2013
3	Ratified BoT	Jun 2013
4	Reviewed MOR	Jun 2016
4	Ratified BoT	Jun 2016
Review cycle: 3 years		Due for Review: Jun 2019

Management Contact:

Executive Officer