



DEPARTING STAFF

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 Business/Financial Manager.
5. Departing staff may optionally ask for a Board of Trustee's 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



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Review Details:

Review Date	Reviewed by
Jun 2022	SMK
Review cycle: 3 years	Due date for Review: Jun 2025

Management Contact:

- Business/Financial Manager