



Cessation of Employment Policy

1. Background

This policy sets out the mandatory requirements for cessation of employment at the WA Country Health Service (WACHS) in accordance with the provisions of the *Health Services Act 2016* (HS Act), relevant industrial legislation and instruments, and the Western Australian Public Sector Commission (PSC) Termination Standard.

2. Policy Statement

The cessation of employment process and resulting decisions must comply with the principles of procedural fairness and reflect the intent of the WA Health System Code of Conduct.

Cessation of employment may be employee or employer initiated.

In all cases, when an employee ceases their employment, the exit process must be undertaken in accordance with the relevant terms and conditions in legislation, industrial instruments and employment contracts. This includes required notice periods, termination payments and the finalisation of other employee entitlements.

Following the submission of the [T1 - Termination/Cessation Form](#) (T1) managers and employees must complete the [T2 - Termination Checklist](#) (T2).

All cessation of employment queries are to be directed to Human Resources (HR).

2.1. Employees moving positions within WACHS

Employees moving positions within WACHS are not considered to be terminating employment. Managers must complete an [M3 \(Staff Movement form\)](#) which notifies Health Support Services (HSS) that the employee is transferring within WACHS. Managers should also revoke computer access via completion of an [eHFN-030 Form](#) when moving between regions.

If the employee is successful in applying for an advertised vacancy in another WACHS region, the new manager must complete an [N5 \(Start Date form\)](#) to appoint the employee to the new position. Therefore the [T1 - Termination/Cessation Form](#) is not required.

Employees should give their manager notice of their movement and ensure that information and recordkeeping tasks relevant to their position are documented in compliance with the WACHS Recordkeeping Policy.

Managers and/or employees must complete the [T2 - Termination Checklist](#) when moving between regions. In some cases, the employee may need to return laptops or other equipment or devices, if these were exclusive to the position or department they are leaving. In addition, if the employee is moving regions and is in receipt of subsidised residential accommodation they must meet the obligations of their Residential Tenancy Agreement.

2.2 Completion of fixed term contracts/casual contracts with end dates

While employees on fixed term or casual contracts automatically cease employment the day after their last contracted working day, the manager is required to complete the [T2 - Termination Checklist](#). Other actions such as the removal of WACHS Information Management & Technology (IM&T) network access, the return of equipment and purchasing cards must be complied with.

Contract for service, agency personnel and employees of external service providers delivering services under a contract with WACHS who cease their engagement with WACHS must return all WACHS property, including identification cards.

Line managers must ensure that all property is returned and also cancel IM&T access via completion of an [eHFN-030 Form](#) in a timely manner.

2.3 Employee initiated cessation

Employee initiated cessation includes:

- resignation;
- retirement; and
- permanent transfer to another Health Service Provider, Department of Health or within the public sector.

Employees should provide written notification to their line manager of their intention to cease employment, ensuring notice requirements are met as outlined in the relevant industrial instrument. The [delegated authority](#) (Tier 4) may approve a shorter notice period than provided for in the industrial instrument.

Where an employee does not provide a notice of cessation in writing, the verbal advice must be followed up in writing by the Manager.

2.4 Employer initiated cessation

Employer initiated cessation includes:

- termination of a permanent contract with notice.
- termination due to disciplinary action or unsatisfactory/substandard performance.
- severance (involuntary or voluntary as a result of an employer initiated severance).

All employer initiated cessation of employment must be undertaken in consultation with Human Resources and Industrial Relations and comply with the WACHS' [Delegations and Authorisations Schedule](#).

2.4.1 Retirement on the grounds of ill health

Guidance must be sought from Human Resources if cessation of employment is being considered for an employee subject to retirement on the grounds of ill health. Retirement on the grounds of ill health is at the discretion of the employer and is not a right or entitlement of the employee. In the event that an employee is medically certified (by a registered medical practitioner) as permanently incapacitated and unable to carry out their duties, approval from the relevant delegated authority must be obtained.

The authority to determine a person's eligibility for early access to superannuation benefits is regulated by the superannuation fund and is made independently of the cessation of employment process at WACHS. Employees should obtain advice from their superannuation fund prior to considering the request for retirement on the grounds of ill health.

2.4.2 Death of an employee

In the event of a death of an employee WACHS will deal with the necessary procedural requirements in a prompt and sensitive manner. Appropriate support will be offered to employees affected by the death of their colleague.

Where the death of the employee occurs in the workplace, the [WACHS Hazard/Incident Management Procedure](#) is to be followed.

On receipt of a completed [T1 Termination/Cessation Form](#), Health Support Services (HSS) will take responsibility for identifying and communicating with the next of kin or the appropriate authorised representative acting on behalf of the deceased employee in relation to all employment matters.

2.5 Cessation Requirements

Please refer to Appendix 1: Cessation Requirements for further detail on the required steps.

2.6 IM&T Equipment Returning Process

The loss of WACHS equipment not only presents a financial cost, it may also mean that confidential WACHS information is not secured. In order to prevent this managers are required to ensure that all IM&T devices are returned.

To facilitate this:

- The manager is to contact WACHS Regional IM&T and request details of IM&T assets assigned to the employee.
- Regional IM&T will provide a list of all IM&T resources.
- All assets are to be returned and accounted for prior to completion of the cessation process.

2.7 Confidentiality

Information produced during the cessation of employment process must remain confidential and divulged only to those with a need to know or where there is a requirement under applicable legislation.

3. Definitions

The following definitions are relevant to this procedure.

Term	Definition
Cessation	Ceasing of the employment contract initiated by either the employer or employee.
Employee	As per section 6 “employee” of the Health Services Act 2016 which includes a person employed by WACHS on a permanent, fixed term or casual contract. Does not include contract for service, agency personnel and employees of external service providers delivering services under a contract with WACHS.
Fixed term contract	A contract of employment with WACHS in accordance with relevant legislative provisions, industrial agreements and/or awards for a fixed term.
Industrial Instrument	The applicable industrial award or agreement governing the employee’s terms and conditions of employment.
Line Manager/ Supervisor	Relevant Manager or Supervisor to whom the employee reports directly.
Resignation	Cessation of employment initiated by an employee.
Retirement	Cessation of employment initiated by an employee on the grounds of age.
Severance	Cessation of employment due to position being deemed surplus to organisational requirements.
Termination	The ceasing of the employment contract by WACHS.
Transfer	The permanent movement of an employee to a different position at the same or comparable classification level can be internal or external to WACHS.

4. Roles and Responsibilities

Manager

- Comply with this policy and ensure the obligations of the relevant industrial instrument are met.
- Managers should refer to the [Cessation of Employment List – Manager](#) for a summary of their specific responsibilities

Employee

- Comply with this policy and their obligations under the relevant industrial instrument.
- Employees should refer to the [Cessation of Employment List – Employee](#) for a summary of their specific responsibilities.

Human Resources

- Support, guide and advise managers, supervisors and employees with the separation process as appropriate.
- Monitor turnover and include the data in regular workforce reporting to executive.
- Collate and analyse information obtained via exit surveys. Where appropriate, develop workplace and workforce strategies to address areas of concern.

Industrial Relations

- Provide advice to Human Resources, the delegated authority or relevant decision makers regarding any proposed termination of employment.

WACHS IM&T Security

- WACHS IM&T Security will undertake regular audits to ensure T1 and T2 forms are being submitted in compliance with this policy.

Role of HSS in accordance with the Service Level Agreement

- Ensure all employee entitlements are provided in accordance with the relevant industrial instrument.
- Provide payment summaries to ex-employees for the tax year corresponding to their separation.
- Provide Certificate of Service where requested.
- Communicate with the next of kin or the appropriate authorised representative in the event of the death of an employee.

5. Compliance

This policy is subject to review and audit. Accordingly, compliance will be determined by evidence that all cessation of employment requirements are acted upon by managers prior to the exiting of an employee.

Monitoring activities include:

- Upon receipt of intention to cease employment, HR will work with managers to ensure end-to-end procedural requirements are fulfilled by notifying managers that they are required to meet the requirements of this procedure.
- HR includes employee termination details in the quarterly HR dashboard report to the WACHS Executive Committee.
- HR will conduct random audits of terminated staff to ensure cessation processes are being followed.
- WACHS business system owners/custodians will undertake regular audits to ensure user access is limited to current employees.
- In accordance with Section 21 of the PSM Act, the PSC Commissioner monitors compliance by public sector bodies and employees with the Public Sector Standards. The Commissioner may use a variety of methods to monitor compliance within a public sector body.

Failure to comply with this policy may constitute a breach of the WA health system Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Record Management System (EDRMS).

[Records Management Policy](#)

Managers are required to establish, keep and maintain personnel records, including information relating to the cessation of employment for each employee in the EDRMS. Documentation about the termination decision is required to clearly and concisely set out the grounds upon which a decision(s) was made.

7. Evaluation

Evaluation of this policy is to be carried out by the Director Human Resources.

8. Standards

[National Safety and Quality Health Service Standards – 1.1 Termination Standard](#)

9. Legislation

[Freedom of Information Act 1992](#)
[Health Services Act 2016](#)

10. References

[Department of Health Awards and Agreement Library](#)
[Cessation of Employment List – Manager](#)
[Cessation of Employment List – Employee](#)

11. Related Forms

[D9 General Deduction/Cancellation Form](#)
[eHFN-030 Form](#)
[Exit Survey](#)
[WACHS Request to Suspend/Cancel a PCard](#)
[T1 Termination/Cessation Form](#)
[T2 Termination Checklist](#)

12. Related Policy Documents

[WACHS Hazard/Incident Management Procedure](#)
[WACHS Motor Vehicle Fleet – Driver and Management Policy](#)

13. Related WA Health System Policies

[WA Health Code of Conduct](#)

14. Policy Framework

[WA Health Employment Policy Framework](#)

15. Appendix

[Appendix 1 – Cessation Requirements](#)

**This document can be made available in alternative formats
on request for a person with a disability**

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Appendix 1: Cessation Requirements

Following the formalisation of employee or employer initiated cessation, managers must ensure the employee completes the below exit requirements.

1. Except in the situation of an employee moving positions within WACHS or the completion of a fixed term/casual contract, a completed [T1 Termination/Cessation Form](#) must be submitted to notify management and HSS of the termination of employment and a copy provided to [WACHS IM&T Security](#) and Regional or Central Office IM&T.
2. For all cessations, a completed [T2 Termination Checklist](#) must be submitted to facilitate and aid the cessation of employment process and a copy provided to [WACHS IM&T Security](#) and Regional or Central Office IM&T.

In conjunction with the completion of a T2 Form, the following must be completed:

- Employees must submit a final timesheet to their line manager – managers must ensure all outstanding leave balances are reconciled.
- All WA health system computer access/logon is cancelled by submitting a [eHFN-030 Form](#) – computer access must cease on the employee's last day of work or on the following work day. This requires a minimum of four days' notice where possible. Please specify if the last shift will be working overnight.
- Cancel purchasing/credit card(s) by submitting the [WACHS Request to Suspend/Cancel a PCard](#) and return card(s) to the Finance unit.
- Settle any accounts/Department debt – this may require the completion of a [D9 General Deduction/Cancellation Form](#) to request that HSS deduct funds for any outstanding general purpose or to cease any existing deductions.
- Ensure that the custodian/system owner is notified so that access to any WACHS business systems is cancelled e.g. Lattice, Org Plus.
- Return all building/office access keys/access cards to the line manager.
- Return to the relevant cost centre manager all IM&T devices, for example:
 - computing and communications devices; including printers, scanners, laptops, mobile phones, tablets, and iPads
 - audio visual equipment; including cameras, video conferencing equipment, televisions, DVDs, projectors, and other portable media devices.
- Return uniforms.
- Return library items to the [WACHS Library](#) unit.
- Finalise any motor vehicle arrangements in accordance with the [WACHS Motor Vehicle Fleet Driver and Management Policy](#) by liaising with the regional Fleet Managers or designated WACHS employees.
- If in receipt of subsidised residential accommodation, complete any requirements as provided for in the Residential Tenancy Agreement.
- Notify [WACHS Visa](#) if the employee has been sponsored by WACHS. Notification to the Department of Home Affairs has to be made within 28 calendar days.

3. The employee and manager must ensure all relevant business information created and/or maintained by the exiting employee is appropriately managed and recorded in WACHS' Electronic Document and Records Management System (EDRMS) and other relevant business systems to ensure the retention of business knowledge and intellectual property.
4. The employee and manager must ensure all relevant documents and files assigned to the exiting employee are reassigned to appropriate staff.
5. The employee and manager must ensure the exiting employee has removed their contact/subscription details from all electronic distribution and phone lists. This includes, for example, email lists; policy and health network subscriptions, and corporate or individual memberships. All personal data saved should be deleted.
6. The employee and manager must identify any additional positions the existing employee holds, for example OSH committee member, fire or first aid warden, or other department or WA health system representative group, network or committee in order to action a replacement(s).
7. Where appropriate, managers are to encourage exiting employees to complete an [Exit Survey](#) prior to departure.