

QAHC Staff Termination Procedure

Purpose

The Termination Form is completed by the Supervisor when an employee terminates employment with the Queensland Association for Healthy Communities for whatever reason.

Reasons for Termination

Employment with the Association may be terminated for a variety of reasons:

- Resignation by the employee
- Employee illness and inability to work
- The conclusion of the contract for which the employee was employed
- Dismissal of the employee
- Other reasons not discussed above

Notice of Termination of Service in Cases Other than Redundancy

The **Queensland Association for Healthy Communities Inc., Certified Agreement 2006** - Part 2 Terms and Conditions of Employment - section 2.3.1 Notice of Termination and section 2.3.2 Notice of Termination by an Employee state that:

Notice of Termination

2.3.1(1) *In order to terminate the employment of an employee an employer must give to the employee at levels 1 to 5 the period of notice specified in the table below:*

Period of continuous service	Period of Notice
1 year of less	1 week
Over 1 year and up to completion of 3 years	2 weeks
Over 3 years and up to completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks

(2) *For employees on levels 6, 7, 8, at least 4 weeks notice shall be given.*

(3) *In addition to the notice in 2.3.1(1) and 2.3.1(2), employees over 45 years of age at the time of giving notice with not less than two years of continuous service, are entitled to an additional weeks notice.*

Notice of Termination by an Employee

2.3.2(a) *The notice of termination required to be given by an employee is the same as that required of an employer, save and except that there is no requirement on the employee to give additional notice based on the age of the employee concerned.*

Procedure

1. Termination by the Employer

The Supervisor must:

- a) give the employee the required notice in writing.
- b) notify the General Manager of the termination of the employee and reason for termination.
- c) ensure the termination shall not be harsh, unjust or unreasonable, and shall proceed only after clause 2.8 Settlement of Disputes, Grievances, Employee Counselling and Disciplinary Action of the Certified Agreement has been affected.
- d) complete the Termination Form and sign. The employee signature is not required.
- e) forward the completed form to the Assistant Finance Officer for processing.
- f) place of copy of the completed form on the employee's personnel file.

2. Termination by the Employee

The Employee must:

- a) give the supervisor the required notice in writing.

The Supervisor must:

- a) accept and acknowledge the resignation.
- b) notify the General Manager of the impending termination of the employee and reason for termination.
- c) complete the Termination Form and sign. The employee signature is required to sign the form also.
- d) forward the completed form to the Assistant Finance Officer for processing.
- e) place a copy of the completed form on the employee's personnel file.

Information Required on the Termination Form

- ⇒ *Name and Position of Employee*
- ⇒ *Date of Termination* - the final working day of the employee.
This enable the Assistant Finance Office to calculated the final pay.
- ⇒ *Type of Termination* - Resignation, Illness, Conclusion of Contract, Dismissal or Other and any relevant details.
- ⇒ *Address to Forward Group Certificate* - should the employee decide to changed address after terminating.
- ⇒ *Any special requirements for Final Pay* - If no details provided pay will deposited into the employee's bank account as for normal weekly payroll.
- ⇒ *Fringe Benefit allocations from Final Pay* - Any balance remaining in credit for Fringe Benefits for an employee not allocated is taxed at Marginal Tax Rates.
- ⇒ *Signatures* - Signature of Supervisor and preferable signature of Employee where applicable.

Payroll Action

In the case of dismissal of an employee or an employee leaving the service of the Council, after prescribed notice has been given, the employee shall be paid all wages due within twenty-four (24) hours or ceasing work and shall receive their group certificate no later than fourteen (14) days after ceasing work.

The Assistant Finance Officer must:

- a) calculate the employee's final pay.
- b) calculate the employee's Fringe Benefits outstanding balance.
- c) offset the employee's Fringe Benefits outstanding balance with any special requirements for final pay from the Termination Form.
- d) tax any further Fringe Benefits outstanding balance at marginal tax rates.
- e) arrange electronic transfer of final pay to employee's bank account taking into account any special requirements for final pay from the Termination Form.
- f) prepare a Social Security Separation Certificate if required.
- g) prepare and forward a Group Certificate if required immediately or note details for forwarding at end of financial year.
- h) attach Termination Form and any relevant working papers to employee's personnel file.