Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Resignation and exiting the University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Policy</td>
<td>Leaving Monash</td>
</tr>
<tr>
<td>Date Effective</td>
<td>6 November 2015</td>
</tr>
<tr>
<td>Review Date</td>
<td>3 years from effective date</td>
</tr>
<tr>
<td>Procedure Owner</td>
<td>Chief Human Resources Officer</td>
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<tr>
<td>Category</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Version Number</td>
<td>4</td>
</tr>
<tr>
<td>Content Enquiries</td>
<td>ask.monash or phone Monash HR on 990 20400</td>
</tr>
<tr>
<td>Scope</td>
<td>This procedure applies to all fixed-term and continuing staff at Australian campuses.</td>
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<tr>
<td>Purpose</td>
<td>This procedure outlines the process staff should follow when resigning from the University, including the staff member’s obligations to ensure that all University-owned equipment is returned prior to their departure. It also outlines ways that staff are able to provide exit feedback on a voluntary basis. The University encourages staff leaving the University to provide feedback about their reasons for leaving and to better understand the variety of experiences of working at the University. The exit questionnaire results are used in considering how to improve the experience of working life at Monash.</td>
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**PROCEDURE STATEMENT**

1. **Resignation**

The following is a step-by-step procedure for staff resigning from the University.

**Step 1: Staff member provides notice of intention to resign in accordance with the relevant notice period**

1.1. Staff members wishing to resign their employment from the University must provide written notice to their supervisor of their intention to resign by submitting a completed [Notice of Resignation and Retirement [Online]](#). Notice periods for resignation vary depending on the staff member’s employment contract. The period may be reduced or waived with the prior approval of the Dean or Executive Director.

1.2. The relevant notice periods are outlined in the tables below.
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Academic staff

1.3. Unless otherwise stipulated in a staff member’s contract of employment:

<table>
<thead>
<tr>
<th>Appointment type</th>
<th>Notice period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing appointments at levels B-E</td>
<td>6 months</td>
</tr>
<tr>
<td>Continuing appointment at level A</td>
<td>1 month</td>
</tr>
<tr>
<td>Fixed-term appointment of two years or more at levels B-E</td>
<td>3 months</td>
</tr>
<tr>
<td>Fixed-term appointment of less than two years at levels B-E</td>
<td>1 month</td>
</tr>
<tr>
<td>Fixed-term appointment at level A</td>
<td>1 month</td>
</tr>
</tbody>
</table>

Professional Staff and Trades and Services Staff

1.4. Unless otherwise stipulated in a staff member’s contract of employment:

<table>
<thead>
<tr>
<th>Period of Continuous Service</th>
<th>Notice period</th>
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<tbody>
<tr>
<td>Not more than 1 year</td>
<td>At least 1 week</td>
</tr>
<tr>
<td>More than 1 year but not more than 3 years</td>
<td>At least 2 weeks</td>
</tr>
<tr>
<td>More than 3 years but not more than 5 years</td>
<td>At least 3 weeks</td>
</tr>
<tr>
<td>More than 5 years</td>
<td>At least 4 weeks</td>
</tr>
</tbody>
</table>

1.5. The resigning staff member must also apply for any leave that will be taken during the notice period no later than two weeks before their resignation date.

1.6. Staff should apply for leave via ESS, or attach an Application for Leave form to the Notice of Resignation and Retirement. Where possible, staff members resigning employment should take any outstanding annual and/or long service leave during the period of notice.

Step 2: The supervisor acknowledges the resignation

1.7. The supervisor will:

- acknowledge the resignation by signing the Notice of Resignation and Retirement.
- ensure that any early release date has been approved by the Dean or Executive Director; and
- submit the completed Notice of Resignation and Retirement to Monash HR for processing.
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Step 3: Monash HR initiates appropriate staffing action

- The HR Operations Centre will commence processing the staff member’s termination details by submitting the resignation advice to Payroll Services, Monash HR.
- Payroll Services, will ensure the final pay is processed in a timely manner and take advice from the HR Operations Centre where payments are held pending receipt of University property or where payments are held in accordance with clause 23.4 of the enterprise agreement (for academic and professional staff).

Step 4: Monash HR notifies the staff member of the exiting process

1.8. The HR Operations Centre will provide the staff member and supervisor with a Confirmation of Resignation/Retirement email containing requirements and obligations such as returning University property prior to leaving the University and an invitation for the staff member to complete the online staff exit questionnaire.

Step 5: Responsible areas ensure assets are returned

1.9. Workforce Analytics and Payroll Services, Monash HR, will alert the following areas of impending staff departures via regular online reports:
   - Expense Management, Procurement to Payment Services;
   - eSolutions; and
   - the HR Operations Centre

1.10. Each of these areas will liaise with the staff member, supervisor and relevant authoriser and take appropriate action as required, for example cancellation of corporate credit cards or provision of advice regarding return of mobile phones.

Step 6: Staff member and supervisor complete departure requirements

- In order to receive a final termination payment the staff member must return all University property and reconcile all outstanding debts prior to leaving the University. The supervisor is responsible for ensuring this. Staff who are transferred or seconded to other positions in the University must also ensure that all relevant items are returned prior to the commencement of the secondment or transfer.
- The supervisor will advise the HR Business Partner of any outstanding issues, in which case the staff member's final pay will not be processed until the issues have been resolved.

Step 7: Staff member may complete the Exit Questionnaire

- Whilst it is optional to participate in this process, the University encourages staff to complete an exit questionnaire to assist the University to improve future experiences for staff members. The survey can be conducted online.
- The staff member may complete the exit questionnaire either prior to or at the time of departure from the University. The staff member may also contact their HR Business Partner to request a face-to-face exit interview. The exit interview will be conducted by the HR Business Partner or another trained Monash HR representative.
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2. Collation and Use of data

2.1. The University will seek to obtain objective and confidential feedback from staff who are voluntarily terminating their employment. To support Monash's commitment to a fair, ethical and equitable working environment, such exit data may be used to analyse staff exit rates according to gender, age, classification and type of employment.

2.2. Data collected through this process is confidential and will not be used in a manner that allows identification of an individual staff member unless the express authority of that individual is obtained. Reports will only be produced where the sample size ensures the anonymity of the participants. Reports will be generated by Monash HR and major trends will be reported to the Chief Human Resources Officer and the relevant faculty/department.

3. Responsibilities

Staff member

3.1. The resigning staff member is responsible for:
- providing notice of resignation (by completing a Notice of Resignation and Retirement);
- applying for any leave that will be taken during the notice period; and
- returning all University property and settling any outstanding debts prior to departure.

Supervisor

3.2. The supervisor is responsible for:
- ensuring that the staff member’s early release date is approved by the Dean or Executive Director (if applicable);
- acknowledging the written notice of resignation and submitting the completed Notice of Resignation and Retirement to the HR Operations Centre;
- ensuring that all University property has been returned by the staff member and all outstanding debts settled prior to the staff member’s departure; and
- advising the HR Business Partner of any outstanding debts or University property that might require a delay in the staff member’s final pay.

Expense Management, Procurement to Payment Services

3.3. Expense Management, Procurement to Payment Services is responsible for liaising with the staff member, supervisor and relevant authoriser as appropriate and cancelling the corporate credit cards of departing staff. Expense Management is also responsible for ensuring all outstanding transactions are submitted for approval prior to the staff member's departure.

eSolutions

3.4. eSolutions is responsible for liaising with the staff member, supervisor and relevant authoriser as appropriate to terminate mobile phone and data plans of departing staff.
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Monash HR

HR Operations Centre

3.5. The HR Operations Centre is responsible for:

- reviewing the Notice of Resignation and Retirement and ensuring that Payroll Services receives the information in a timely manner for processing;
- providing the staff member with the Confirmation of Resignation/Retirement letter containing requirements and obligations such as returning University property prior to leaving the University and an invitation to complete the online staff exit questionnaire; and
- advising Payroll Services if payment needs to be held pending receipt of University property.

HR Business Partner

3.6. The HR Business Partner is responsible (if trained in exit interviews) for interviewing the staff member (if the staff member has chosen to participate in a face-to-face exit interview) or organising an interview with a trained interviewer through the Staff Development Unit.

Workforce Analytics and Payroll Services

3.7. Workforce Analytics and Payroll Services is responsible for providing the following areas with online reports of impending staff departures:

- Expense Management, Procurement to Payment Services;
- eSolutions; and
- the HR Operations Centre

Senior Payroll, Monash HR

3.8. Senior Payroll is responsible for liaising with the staff member, supervisor and relevant authoriser and providing information in order for the supervisor to make arrangements for the return of university property.

Remuneration and Senior Appointments, Monash HR

3.9. Remuneration and Senior Appointments centre or expertise is responsible for liaising with the staff member, supervisor and relevant authoriser to make arrangements for the return of a fleet vehicle, if applicable.

Payroll Services, Monash HR

3.10. Payroll Services is responsible for:

- processing the staff member’s termination of employment;
- advising the HR Operations Centre of the staff member’s termination of employment date, effective pay period and pay date;
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- ensuring the final pay is processed in a timely manner and taking advice from the HR Operations Centre where payments are held pending receipt of University property;
- sending the final payslip to staff member.

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<thead>
<tr>
<th>Responsibility for implementation</th>
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<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Approval Body</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Meeting</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Agenda item</td>
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**Definitions**

**Dean or Executive Director:** means the Dean of the Faculty or Executive Director or nominee in any case where the Dean or Executive Director has formally nominated a person to act as their nominee for the purpose.

**Employee Self Service (ESS):** is the online Employee Self Service system which provides staff members with easy and private access to personal and current employment information held by the University.

**Exit Interview:** can be requested by the staff member in addition to the Exit Questionnaire to provide feedback when leaving the University. Exit Interviews are structured, face-to-face interviews with a trained representative from Monash HR.

**Exit Questionnaire:** is a standard format questionnaire which is the primary mechanism available for staff to provide feedback when leaving the University.

**HR Business Partner:** is a key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.

**HR Operations Centre:** is a centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the employee lifecycle including recruitment and appointment of staff, staff enquiries and contract renewals.

**Head of unit:** head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.

**Payroll Services:** is the Centre of Expertise in Monash HR which manages the payroll and related services.

**Relevant Enterprise Agreement:** means the Enterprise Agreement that
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Applies to a particular staff member. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and professional staff at the University and, depending on the services provided by a trades and services staff member, the Monash University Enterprise Agreement (Trades and Services staff - Building and Metal Trades Staff staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 will apply.

**Supervisor:** means the person who is responsible for the supervision of staff member(s) and in most cases this will be the immediate line manager.

### Legislation Mandating Compliance

### Related Policies

### Related Documents

**EA Agreements**

- Monash University Enterprise Agreement (Academic and Professional Staff) 2014
  - Clause 23 – Payment of Salaries and Deductions
- Monash University Enterprise Agreement (Trades and Services staff - Building and Metal Trades Staff staff) 2009
  - Clause 29 – Payment of Salaries and Deductions
- Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005
  - Clause 29 – Payment of Salaries and Deductions

**Documents**

- Information Privacy Act 2000 (Vic)

**Forms**

- Notice of Resignation and Retirement [Online]
- Confirmation of resignation letter [Monash HR access only]
- Confirmation of retirement letter [Monash HR access only]
- Exit Checklist

### SCHEDULE(S)

Additional mandatory requirements specific to a Faculty or Offshore location Education procedure

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<thead>
<tr>
<th>Name of Faculty/Offshore Location</th>
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<tr>
<td>Procedure Statement</td>
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