

1. Title: Employment Separation Procedures

2. Purpose:

To require public service departments and public service offices to have procedures in place when an employee separates from employment in the Queensland public service.

3. Application:

This Directive applies to all public service employees as defined under section 9 of the *Public Service Act 2008*.

4. Legislative Provision: *Public Service Act 2008* – sections 9, 56, 92, 110, 116, 119, 121, 147 and 148.

5. Effective date: 13 February 2009

6. Provisions:

6.1 Employment separation procedures are to be established and followed in all cases where an employee is separating employment from the Queensland public service.

6.2 The procedures will include –

a) A requirement for all chief executives, senior executives and equivalent officers, to -

- i. sign a declaration that they understand the obligations associated with their separation from employment in the Queensland public service; and
- ii. complete and certify a written checklist to ensure that all property of the Crown is returned on the last working day of the employee;

b) A risk assessment for making decisions in relation to the application of requirements 6.2 (a) above, to other employee groups and positions below the SES level and equivalent.

6.3 Where a risk assessment indicates support for the application of the requirements 6.2 (a) above to certain positions below the SES level and equivalent, a responsible officer will certify in writing that the requirements have been satisfied and the employee has been informed of their obligations.

6.4 The proforma including a checklist of government property to be returned and a declaration of understanding will be in a form approved by the Commission Chief Executive.

6.5 Completed checklists and signed declarations of understanding where applicable are to be filed on the former employee's record.