



3:24 Resignation/ Retirement/ Exit Interviews

1. The Board and principal will follow the procedures as set out in the relevant collective contract and take advice from the School Trustees Association (NZSTA), should this be needed.
2. Except in the case of serious misconduct, where an employer dismisses an employee, permanent employees are asked to give the school two months' notice when they resign by writing to the principal and board of trustees. The school and the employee may agree on a shorter time frame on a case by case basis.
3. Except in the case of serious misconduct, where an employer dismisses an employee, a short-term reliever or fixed term employee shall work the full duration of the time, event or project for which they are employed. The school will use its best endeavours to remind the employee that their fixed term is due to expire a month prior to the expiry date.
4. If one of the joint holders of a job sharing position resigns or retires,
 - the employer may decide to convert the position back to an individual, full-time permanent position;
 - the remaining joint holder, if a permanent employee, has first right of refusal to assume that full-time position;
 - if the remaining joint holder declines to take up the full-time position then the employer may advertise the position for a new appointment.
5. Support staff may be entitled to a retirement allowance. This will be calculated by the Executive Officer based on years of service.
6. All staff who leave the school will be required to return school property including keys and laptop to the office.

Exit Interviews

1. All staff leaving Parnell School are entitled to request an exit interview. Interviews will be conducted by the principal and a Board member appointed by the Board.

2. A set of questions will be asked and interviewees can add extra information if they wish.
3. The purpose is to support school review processes. The panel will not hear personal allegations in this forum as any person complained of will have no ability to respond. (Also it would be expected that any such issues would have been dealt with under the Concerns and Complaints policy).