

YOUTH SERVICES POLICY

Title: Employee Exit Processing	Type: A. Administrative
Next Annual Review Date: 03/21/2018	Sub Type: 2. Personnel
	Number: A.2.35
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References: State Civil Service Rules, Chapter 15	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 03/21/2016

1. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

2. PURPOSE:

To establish a YS/OJJ employee exit process for the collection of information compiled by State Civil Service (SCS) for the purpose of identifying and addressing causes of turnover and implementing strategies to retain a professional, skilled and dedicated workforce; and to ensure proper closures within the agency are satisfied prior to exit.

3. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, , Regional Directors, Facility Directors, Regional Managers, and YS Human Resources Liaisons..

Each Unit Head shall ensure that all necessary procedures are in place to comply with the provisions of this policy.

4. DEFINITIONS:

Office of State Human Capital Management (OSHCM) – The Office of State Human Capital Management (OSHCM) is responsible for all human resources functions for the Governor's executive cabinet agencies within the State of Louisiana. (Formally Public Safety Services, Human Resources Office).

Unit Head – Deputy Secretary, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary , Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, and their support staff.

5. POLICY:

It is the Deputy Secretary's policy that exiting employees, with the exception of those outlined in Section VI.A below, complete the Office of State Human Capital Management (OSHCM) "Resignation and Exit Interview Report" form (see attached).

Further, all exiting YS/OJJ employee's shall complete the attached "Employee Exit Routing Form" [see Attachment A.2.35 (a)], to ensure appropriate closure throughout the agency.

6. PROCEDURES:

A. SCS "Resignation and Exit Interview Report"

1. Employees who are terminating employment with YS/OJJ are expected to participate in an employee exit interview conducted through the unit's Human Resources Liaison.

The interview form **should not** be used for the following reasons:

- a. Death;
 - b. Dismissal;
 - c. Non-disciplinary Removal;
 - d. Layoff;
 - e. Separation from Probation; or
 - f. Termination of Temporary Appointment ended by the Deputy Secretary.
2. The Human Resource (HR) Liaison shall ensure all information is collected from the exiting employee on the interview report form.
 3. The employee's responses to the interview questions are confidential and shall not be disseminated except in the form of a report containing exit interview responses of other exiting employees. The report shall not reference any employee names.
 4. The unit's HR Liaison shall enter the information from the exit interview into the ISIS system as required by SCS.
 5. Upon completion, the original "Resignation and Exit Interview Report" form shall be placed in the employee's personnel file, and a copy shall be forwarded to the OSHCM at DPS.

B. YS/OJJ "Employee Exit Routing Form"

ALL YS/OJJ exiting employees are required to complete the "Employee Exit Routing Form" to ensure that assigned equipment and proper closures have been satisfied throughout the agency.

1. The HR Liaison shall provide the employee with the “Employee Exit Routing Form” for completion and signature from the appropriate supervisor.
2. The exiting employee shall report to all applicable areas noted in the “Check-Out List” section of the form to complete closures and to obtain the initials/date of the employee providing the closure.
3. Upon completion of the form, the exiting employee shall provide the form to the appropriate supervisor for review and signature, and shall return the form to the HR Liaison for final completion.
4. The form shall be filed in the employee’s personnel file maintained at the unit level.

7. IMPLEMENTATION DATE:

This policy is effective upon approval.

Previous Regulation/Policy Number: A.2.35

Previous Effective Date: 12/15/2004

Attachments/References:

Resignation and Exit – Interview Form (SF-14)

Attachment (a) – Employee Exit Routing Form