

Subject: SEPARATION & EXIT INTERVIEW PROCESS

Date: October 1, 1997

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Replaces Policy Dated: July 10, 1993

PURPOSE: To establish the means by which Pinal County may, 1) account for property issued to employees, 2) obtain an authorization for the release of employment references and 3) elicit feedback from departing employees which may be used to further improve both County efficiency and employees' work environment.

STATEMENT OF POLICY: It is the policy of Pinal County to hold employees accountable for the return of all property issued to them during the course of their employment, not to provide references on former employees without an "Authorization for the Release of Information", and to solicit feedback and recommendations from separating employees related to their employment experience.

SCOPE: All full-time, part-time, and temporary employees of Pinal County will undergo the exit process upon separation of employment.

PROCEDURE: Employees separating from Pinal County must complete a "Statement of Resignation" form and return it to their immediate supervisor. To ensure a smooth transition of work in progress, the County generally requires two weeks notice of separation.

The immediate supervisor, upon receipt of the "Statement of Resignation", should prepare a Personnel Action Form removing the employee from the payroll and route both forms through their Appointing Authority to Human Resources.

The Appointing Authority, or designee, upon notification of an employee's separation, must contact the departing employee and schedule an exit interview. The exit interview is a face-to-face meeting, which should occur during the last two days of the employee's service with the County. This meeting has a two-fold purpose:

1. The Appointing Authority, or designee, is to complete a "Separation Clearance Form". This form certifies that the employee has surrendered all County property, which was issued during the course of employment. Employees who are unable to return County property, due to loss, etc., are to be informed that they are required to reimburse the County for the cost of the item(s) in question. Such reimbursement will normally be made through payroll deduction from the final paycheck. All items not returned are to be listed on the "Separation Clearance Form".
2. Separating employees are to be provided an "Exit Interview Questionnaire". Unless otherwise indicated, specific information will not be shared with anyone other than the Appointing Authority, Human Resources, the Deputy or Assistant County Manager and the County Manager. In the event the employee expresses reluctance to provide the completed questionnaire to the Appointing Authority, or designee, they should be given the option of returning the form directly to Human Resources. Exit interview forms will be maintained in confidence and will not be retained in the employees' personnel file. Employees are to be assured that information provided will be received constructively and will not affect future employability or references.
3. Separating employees should be advised that it is the policy of Pinal County not to provide employment references without a signed "Authorization for Release of Information". Should the employee wish to use their Pinal County employment as a reference they must sign the "Authorization for Release of Information" form and forward it to Human Resources with their other separation documents.

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Upon completion of the exit interview, the "Separation Clearance Form", "Exit Interview Form" and "Authorization for Release of Information Form" will be forwarded to Human Resources. **The employee's final check will not be issued without receipt of the Separation Clearance form by Human Resources.**

Human Resources will retain all exit interview forms and prepare periodic reports of the interview findings for the County Manager. These reports will provide County Management with feedback regarding employee satisfaction and may become the basis for the implementation of future change.