

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 02-104D	PAGE NUMBER 1 of 5
		SUBJECT: HUMAN RESOURCES: Separation of Employment and Exit Interviews	
Approved By:  Secretary of Corrections		Original Date Issued: 04-29-15	Replaces Version Issued: N/A
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APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

The Department of Corrections shall encourage employees of the Department who are voluntarily terminating employment through retirement, resignation, or promotion/demotion/transfer to another agency to:

- Provide two (2) week written notice in the form of a letter or e-mail;
- Return all state issued property prior to last worked day;
- Participate in the Exit Interview Program.

DEFINITIONS

Appointing Authority: As defined in IMPP 02-109D, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to K.A.R. 1-2-9. For the specific purposes of this policy, the term refers only to the actual appointing authority and not to a designee.

Employee: For the purposes of this policy, any person employed full-time or part-time by the Kansas Department of Corrections. The term shall not include any person employed by an entity under contract to provide services to the Kansas Department of Corrections.

PROCEDURES

I. Separation of Employment

- A. An employee resigning in good standing or retiring shall provide his/her appointing authority with written notice at least two (2) weeks before the effective date and work his/her regularly scheduled work days during the two (2) weeks, unless on approved leave in accordance with IMPP 02-114.
 1. The appointing authority may waive the two (2) week notice requirement at his/her discretion.
 2. Employees who give less than two (2) weeks' notice, and have not received a waiver from their appointing authority will be coded in the State of Kansas personnel data system as having provided "insufficient notice" of separation. This action may negatively impact future employment consideration.

- B. The employee or his/her supervisor shall notify the appropriate Human Resources Director/Manager of the employee's decision to resign or retire.

- C. Withdrawal of resignation.
 - 1. Once an employee has submitted a resignation notice, it may only be withdrawn with the approval of the appointing authority of the assigned division/designee.

II. Retrieval of State Property

- A. Any employee separating employment with the agency shall return all state issued property.
- B. The appointing authority or designees shall be responsible for retrieving all State property in the separating employee's possession upon departure using the Issuance/Return of State Property form (Attachment A).
- C. The Department of Corrections will follow established State procedures to recuperate funds for any State property not returned.

III. Exit Interview Program

- A. The Exit Interview Program shall apply to:
 - 1. Classified employees in full or part-time status.
 - 2. Unclassed employees in full or part-time status.
- B. The Exit Interview Program shall not apply to:
 - 1. Employees assigned to temporary positions (999).
 - 2. Contract employees, interns and volunteers.
 - 3. Employees who are involuntarily terminated or resign due to:
 - a. Disciplinary action;
 - b. Medical inability to perform the essential functions of the position; or
 - c. Lay-off.
- C. The Human Resources Director and facility Human Resources Managers shall direct and oversee the maintenance of the Exit Interview Program to assure its integrity and compliance with all procedures set out in this policy.

IV. Applicability and Responsibility

- A. Each appointing authority shall be responsible for:
 - 1. The appointment of staff to serve as an Exit Interviewer; and
 - 2. Ensuring that the program is implemented and utilized consistently within his/her assigned area of responsibility, in accordance with the procedures established by this policy.
- B. The Human Resources Director/designee shall ensure that Human Resources Managers and employees participating as Exit Interviewers receive instructions on the techniques of interviewing existing employees.
 - 1. The Human Resources Director/designee shall review Exit Interview files and records at the time of the bi-annual security audit.

2. Human Resources Managers shall be responsible for providing instructions on the interviewing techniques to their respective facility and department Exit Interviewers as needed.
- C. Supervisors and managers shall be responsible to ensure that interviewers and employees leaving the agency are allotted time on the job to participate in the Exit Interview process. This responsible includes time to:
1. Review the content of the Exit Interview Form (Attachment B);
 2. Participate in the exit interview process; and
 3. Complete the Exit Interview Form either on-line or in paper form, and deliver/forward it to the appropriate manager/supervisor or Human Resources representative.

V. Exit Interview Process

- A. Upon receipt of the notice of a pending resignation or retirement, the supervisor/manager or Human Resources representative shall:
1. Encourage the employee to participate in the oral interview;
 2. Provide the employee with a copy of the Exit Interview Form;
 3. Provide a list of designated Exit Interviewers from which the employee may make a selection; and
 - a. If the employee agrees to participate in the oral interview, he/she should choose one (1) interviewer as well as one (1) alternate interviewer to conduct the interview should his/her first choice be unavailable.
 4. Provide the employee with a copy of the Issuance/Return of State Property form to determine what needs to be returned prior to the last day worked.
- B. The Human Resources representative or supervisor/manager shall contact the interviewer or, as applicable, the alternate interviewer chosen by the employee, to schedule the oral interview at a time most convenient for the parties involved.
- C. When applicable, the Human Resources representative shall advise the departing employee's supervisor:
1. That the employee has elected to participate in an oral interview; and
 2. The date and time of the scheduled exit interview process.
- D. Oral Exit Interview
1. A face-to-face interview with the departing employee is preferred.
 - a. If the employee elects to conduct the oral interview with a person stationed at a different office or facility, the interview may be conducted by telephone.
 2. The interviewer shall obtain and accurately record responses to each question on the Exit Interview Response Sheet.
 - a. Follow-up questions should be asked to clarify the employee's responses, if needed.

3. The interviewer shall return the completed Exit Interview Response Sheet to the Human Resources representative by the close of business the next workday following the interview.

E. Written Exit Interview

1. If the departing employee declines to participate in an oral interview, the Human Resources representative shall provide the employee with an Exit Interview form to be completed.
 - a. The employee shall be given time on the job to complete the form and deliver or inter-office mail it to the Human Resources representative.
 - b. Where possible, the employee shall be allowed privacy to complete the response sheet.
2. Employees who choose to complete the written exit interview or who choose not to participate in any exit interview process shall be scheduled to work their normally assigned shift on the last day unless otherwise directed by the appointing authority.

VI. Maintenance and Reporting

- A. Each Human Resources Manager/Human Resources Director shall immediately review each completed Exit Interview Response Sheet and shall report:
 1. Any problems or deficiencies warranting follow-up action to the appropriate appointing authority;
 2. Any patterns of comments indicating positive aspects of employment and identifying successful supervisors to the appropriate appointing authority; and,
 3. Any issues related to Equal Employment Opportunity (EEO), Affirmative Action (AA), sexual harassment, or the Americans with Disabilities Act (ADA) to the appropriate appointing authority and the Human Resources Director.
- B. All information received through the exit interview process shall be considered sensitive and confidential and shall be shared only on a need-to-know basis.
 1. KDOC reserves the right to share the information it receives through the exit interview process, as deemed necessary and approved by the Human Resources Director.
- C. Completed Exit Interview forms shall be maintained in limited access files located in the appropriate human resources office for a period of time consistent with the retention schedule regarding employees' records.
- D. The appointing authority shall evaluate the circumstances and follow up as necessary to ensure resolution of the problems and/or deficiencies if:
 1. The departing employee identifies problems or deficiencies; or
 2. The Human Resources Director/Human Resources Manager recognizes a pattern of problems or deficiencies being reported by several departing employees.
- E. On or before the 15th calendar day of each month, human resources managers/designees shall provide the Human Resources Director with a Separations Report containing a summary of exit interviews conducted the previous month. See Attachment D. The information will be entered into the HR database.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

<u>Name or Type of Report</u>	<u>By Whom/To Whom</u>	<u>Date Due</u>
KDOC Monthly Human Resources Report	Local human resources managers and representatives to the Human Resources Director	The 15th calendar day of each month.

REFERENCES

K.S.A. 75-3746, 75-3747
K.A.R. 1-2-9, 1-9-20
IMPP 02-109D

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Issuance/Return of State Property	2 pages
B	Exit Interview Response Sheet	2 pages
C	Separations Report form	1 page

PRE-EMPLOYMENT			ITEM BEING ISSUED/RETURNED		POST-EMPLOYMENT		
Date	Issuer Initials	Employee Initials	Building Key(s)		Date	Issuer Initials	Employee Initials
			# of key(s) issued:	ID # on key(s):			
			# of key(s) returned:	ID # on key(s):			
Office Door Key(s)							
			# of key(s) issued:	ID # on key(s):			
			# of key(s) returned:	ID # on key(s):			
Desk Key(s)							
			# of key(s) issued:	ID # on key(s):			
			# of key(s) returned:	ID # on key(s):			
Credenza Key(s)							
			# of key(s) issued:	ID # on key(s):			
			# of key(s) returned:	ID # on key(s):			
File Cabinet(s) Key(s)							
			# of key(s) issued:	ID # on key(s):			
			# of key(s) returned:	ID # on key(s):			
Title of Book(s)							
Title of Manual(s)							

Other information to be obtained from employee:

Employee Work Telephone Number: _____

Voice Mailbox Pass Code #: _____

Separating Employee's Signature

Date

Human Resources Director/Human Resources Manager's Signature

Date

KANSAS DEPARTMENT OF CORRECTIONS EXIT INTERVIEW RESPONSE SHEET

The Kansas Department of Corrections has an Exit Interview Program that allows employees leaving the agency an opportunity to provide feedback concerning their employment experience with us. You may elect to complete this information on-line or with a representative from the agency. The on-line Exit Interview form is located on the KDOC intranet site on the Human Resources web-page. If you elect to have an oral interview, a list of agency representatives is available in the Human Resources office that serves your department/facility.

We will use the information you provide in the exit interview to help identify potential problems and suggest possible solutions for a better work environment for KDOC employees. We value your opinion and want to know what you think we are doing right, as well as where we can improve.

TO THE EXTENT POSSIBLE, YOUR ANSWERS WILL BE HELD IN CONFIDENCE. NO PART OF THE EXIT INTERVIEW WILL BE INCLUDED IN YOUR PERSONNEL RECORD OR USED TO YOUR DISADVANTAGE IN ANY WAY. THE DEPRATMENT DOES RESERVE THE RIGHT, IF DEEMED NECESSARY, TO SHARE THE INFORMATION IT RECEIVES THROUGH THE EXIT INTERVIEW PROCESS WITH APPROPRIATE MEMBERS OF THE SYSTEM MANAGEMENT TEAM.

Employee's Name: _____ Position Title: _____

Office/Facility: _____ Date of Hire: _____

Date of Separation: _____ Reason for Separation: _____

1. What is/are your reason(s) for leaving? _____

2. What would persuade you to remain as an employee of the Department? _____

3. What aspects of your job did you like best, and why? _____

4. What aspects of your job did you like least, and why? _____

5. Do you feel your position was classified appropriately and duties assigned accordingly? ___ Yes ___ No
Please explain your response. _____

6. Please describe your working relationship with your supervisor and your co-workers. _____

7. What did you like or dislike about the following work conditions (If necessary, attach a separate piece of paper to record the response to each item):

- A. Work environment (comfort, cleanliness, etc.)
- B. Safety
- C. Relationship with other areas of operations
- D. Relationship with administrative staff

- E. Assigned work hours
- F. Working with offenders
- G. Other

8. How well did the training you received prepare you for your job? _____

9. What is your opinion of promotional opportunities, as well as your salary and benefits? _____

10. Do you feel your work efforts were appropriately recognized? ___ Yes ___ No
If yes, how were they recognized? _____

If no, please explain: _____

11. How would you describe employee morale? _____

12. What constructive comments to management could you make that would attract and keep good employees and make this a better place to work? _____

13. During the course of your employment, did you experience any discriminatory attitudes and/or practices towards you or witness them towards any other employee(s) because of race, color, sex, national origin, ancestry, religion, physical disability or age? ___ Yes ___ No If yes, please explain. _____

14. What advice would you give your replacement that would help him or her to be successful in the position? _____

15. Do you have any additional comments? _____

THANK YOU!

Interviewer Date

Employee's Signature (Optional) Date

SEPARATIONS: Please provide information regarding all resignations, retirements, dismissals, promotions, transfers, demotions, deaths or other separations from your organizational unit. Do not include information regarding internal promotions, demotions, and/or transfers within you organizational unit. Indicate in the REASON GIVEN FOR LEAVING column: 1.) Organizational Unit to which employee moved if separation is due to promotion, demotion, or transfer to another DOC organizational unit; or 2.) Agency to which employee moved if resignation is due to promotion, demotion, or transfer to another State agency. Complete shaded areas for all positions vacated due to voluntary resignation or retirement.

Separation Codes 1 = Resignation (*All separations from KDOC, including promotions, transfers, and demotions to other State agencies*); 2 = Retirement; 3 = Dismissal (*Disciplinary*); 4 = Promotion to Another Organizational Unit Within KDOC; 5 = Demotion to Another Organization Unit Within KDOC; 6 = Transfer to Another Organizational Unit Within KDOC; 7 = Death; and, 8 = Other (*Specify type of separation and reason*).

POSITION TITLE	POSITION NUMBER	EMPLOYEE NAME AND ID NUMBER	EMPLOYEE INFORMATION			DATE SEPARATED	TOTAL MONTHS SERVICE WITH KDOC	SEPARATION CODE	EXIT INTERVIEW CONDUCTED				REASON GIVEN FOR LEAVING
			RACE	SEX	AGE				Written	Oral	None	If none, indicate reason	

Total number of separations from organizational unit during reporting period (Include positions with a separation code of 1, 2, 3, 4,5, 6, 7 and/or 8) _____
 Total number of separations from DOC during reporting period (Include positions with a separation code of 1, 2, 3, 7 and/or 8): _____
 Uniformed FTE: _____ + Non-Uniformed FTE: _____ = Total FTE: _____