DEPARTMENT OF CORRECTIONS

Policy:	**103.017**
Title:	**Separation Review**
Effective Date:	**11/19/18**

PURPOSE: To gather data on the reasons for employee turnover to provide information to help improve working conditions.

APPLICABILITY: Department-wide

DEFINITIONS:
Designated interviewer – an individual selected by the appointing authority to complete an Employee Exit Survey with a separating employee. The employee may also ask the regional human resources director (RHRD) or any employee in the Managerial Plan to be the designated interviewer.

Employee Exit Survey– a standardized questionnaire used to collect data from individuals leaving the organization.

PROCEDURES:

A. A separation review must be offered to employees who resign, retire, or transfer to another state agency. The review is voluntary and may be conducted in the form of an in-person or phone interview with an individual designated by the appointed authority including, the regional human resource director (RHRD)/designee, affirmative action officer/designee, a supervisor or manager, associate warden, or others designated by the appointing authority. The employee may also ask the RHRD or any employee in the Managerial Plan to be the designated interviewer. If an in-person/phone interview is impossible or impractical, the employee may complete the survey online during work time or print/mail the completed survey to the regional human resource (HR) office.

B. Supervisors must immediately notify the appointing authority and the regional HR office when an employee submits a resignation/retirement notice. If the employee has not provided a notice in writing, the supervisor must obtain written notification from the employee and submit it to the regional HR office.

C. The appointing authority must designate an interviewer to perform the Employee Exit Survey (attached) with the separating employee. The regional HR staff must inform the designated interviewer to complete the survey with the separating employee either in person or via telephone. The Employee Exit Survey may be provided to the separating employee prior to the exit survey meeting, to be reviewed/discussed at the separating exit meeting.

D. The designated interviewer must contact the employee and schedule a time for an in-person or phone interview. If an interview is not possible or the employee does not wish to complete an Employee Exit Survey, the designated interviewer and HR staff must encourage the employee to complete the Employee Exit Survey either online (link provided below) or in paper form submitted to the RHRD.

E. If the Employee Exit Survey is being conducted in an in-person or phone interview, the designated interviewer must complete the Employee Exit Survey on behalf of the separating employee either online or in paper form. If the designated interviewer completes the survey in paper form, the interviewer must provide the paper copy to the regional HR office for online entry.

F. When an Employee Exit Survey reveals uninvestigated alleged conduct in violation of department policy including examples such as Policy 103.300 "Discrimination-free Workplace," and/or Policy 103.220 "Personal Conduct of Employees":

1. The RHRD must ensure appropriate action is taken.

2. The designated interviewer must provide the employee with Discrimination/Discriminatory Harassment Report form (attached) if the employee reveals uninvestigated alleged discrimination or harassment complaints.

G. When there is an in-person or phone interview, the interviewer must review the information gathered with the separating employee's immediate supervisor, the RHRD, and the supervisor's supervisor unless the employee has indicated that the employee does not want the information shared with the chain of command.

H. Reporting and analysis department-wide-

1. The survey database analyst must quarterly, or on another established schedule, run reports which include specific and composite survey data and provide the reports to the agency human resource manager/designee.

2. HR must provide the assistant commissioner of operations support with annual reports, including comparison data from previous years.

3. The assistant commissioner of operations support must determine the distribution of the annual report.

INTERNAL CONTROLS:

A. The assistant commissioner of operations support receives an annual report with specific and composite survey data.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §§ 43A and 241.01
Policy 103.220, "Personal Code of Conduct of Employees"
Policy 103.300, "Discrimination-Free Workplace"

REPLACES: Policy 103.017, "Separation Review," 12/5/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Employee Exit Survey (103.017A)
Discrimination/Discriminatory Harassment Report form (103.300A, link to online version)

APPROVED BY:
Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support