



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Exit Procedures	AUTHORIZED BY:
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ISSUED: January 12, 1987	REVISED: January 2016

I. General Statement

Each Office of Administration employee is required to return any state property in his/her possession at the time of terminating employment with the department and will be given the opportunity to complete an exit interview survey. Employees who fail to return state credentials and property may have the issuance of their final paycheck delayed.

II. State Property

Office of Administration supervisors are responsible for ensuring that employees under their supervision return the following items of state property upon termination of employment:

- A. Identification badge,
- B. State credit cards,
- C. Keys to buildings, offices and equipment,
- D. Parking tag, and
- E. All state property in the employee's possession (cell phone, pager, calculators, computers, etc).

Supervisors of separating employees must cancel the employee's access to the OA Network including all computer systems and e-mail account(s). Supervisors should also ensure that after-hours access to all state offices/buildings is revoked.

III. Exit Interview Surveys

The Office of Administration requests that employees who separate from OA complete an exit interview survey. The completion of the survey is voluntary.

The Office of Administration, Human Resources Section, will conduct the exit interview personally or mail exit interview survey forms to the employee's home address along with a self-addressed, stamped envelope. In order to facilitate timely surveys, OA divisions/agencies should inform the OA Human Resources Team as soon as an impending separation from employment is known.

The Human Resources Section will review information from completed surveys and will work with the Commissioner, Deputy Commissioner and Division Directors to address issues that are raised.