

Department of Behavioral Health
TRANSMITTAL LETTER

SUBJECT Exit Interviews for Employees who Separate		
POLICY NUMBER DBH Policy 770.2	DATE DEC 17 2013	TL# 221

Purpose.

To set forth the Department of Behavioral Health (DBH) policy and procedure for exit interviews with employees who voluntarily terminate their employment (resignation, transfer, or retirement) at the Department.

The purpose of the exit interview is to obtain information to ascertain the reason(s) for the rate of turnover and to receive suggestions to alleviate or improve problem areas in the Department. See also DBH Policy 770.1, Clearance of Personnel for Separation or Transfer.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. Applies Department-wide to all employees.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

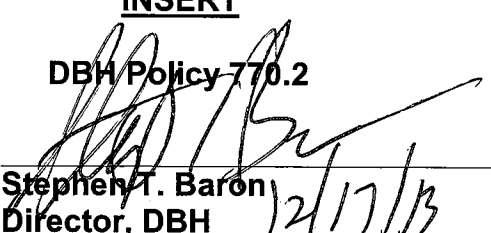
ACTION

REMOVE AND DESTROY


DMH Policy 770.2A

INSERT

DBH Policy 770.2



Stephen T. Baron
Director, DBH

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p>DEPARTMENT OF BEHAVIORAL HEALTH</p>	<p>Policy No. 770.2</p>	<p>Date DEC 17 2013</p>	<p>Page 1</p>
<p>Supersedes: DBH Policy 770.2A, same subject, dated February 2, 2009.</p>			
<p>Subject: Exit Interviews for Employees Who Separate</p>			

1. **Purpose.** To set forth the Department of Behavioral Health (DBH) policy and procedure for exit interviews with employees who voluntarily terminate their employment (resignation, transfer, or retirement) at the Department.

The purpose of the exit interview is to obtain information to ascertain the reason(s) for the rate of turnover and to receive suggestions to alleviate or improve problem areas in the Department. See also DBH Policy 770.1, Clearance of Personnel for Separation or Transfer.

2. **Applicability.** Applies Department-wide to all employees.

3. **Authority.** District Personnel Manual, Chapter 31B, Processing Personnel Actions.

4. **Usefulness of Exit Interviews.** Knowing the reasons that cause individuals to leave employment at the Department is valuable in developing and evaluating personnel and management policies, practices and procedures, and in determining the effect such factors have on the retention of Department employees. Exit interviews are also a method of informing employees about the status of their life insurance, health benefits, retirement coverage, re-employment rights, and similar matters.

5. **Scheduling Exit Interviews.** When an employee notifies his supervisor of his/her decision to voluntarily terminate his/her employment at the Department, the supervisor must contact the DBH Division of Human Resources (DHR) to schedule an exit interview. The exit interview should be scheduled prior to the employee's separation date.

The interview will consist of the completion of D.C. Standard Form 1206, Exit Interview (See Exhibit 1) and a discussion of employment factors, benefits and entitlements in accordance with established regulations.

6. **Other Procedures.**

6a. Upon written notification by an employee of a decision to voluntarily terminate employment at the Department, the employee's supervisor (or designee) must transmit a copy of the employee's official written notification through appropriate channels to the appropriate DBH Human Resources office (64 New York Avenue, N.E., or Saint Elizabeths Hospital, 2700 Martin Luther King Jr. Ave., S.E.). A copy of the employee's notice should be made and faxed or hand carried to the appropriate Human Resources office to serve as advance notice of the employee's formal intent to voluntarily separate from the Department.

6b. In addition, the employee's supervisor must complete Part A of DBH Form 872, Clearance of Personnel for Separation or Transfer, and advise the employee that he/she must return government issued property and obtain required clearances prior to separation to avoid unnecessary delays in processing of final salary due the employee.

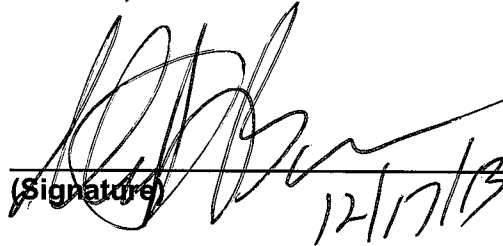
6c. In cases where indebtedness has not been settled on or before the date of separation, the supervisor will ensure the DBH-872 form and supporting documentation is hand carried to the respective financial officer for final adjudication. See DBH Policy 770.1A, Clearance of Personnel for Separation or Transfer, for detailed instructions.

7. Related References.

DBH Policy 770.1, Clearance of Personnel for Separation or Transfer

Approved By:

Stephen T. Baron
Director, DBH


(Signature) 12/17/13 (Date)

DISTRICT OF COLUMBIA GOVERNMENT
Office of Personnel

DEC 17 2013
DMH Policy 770.2
Exhibit 1 - 5
Page 1 of 3

EXIT INTERVIEW

The purpose of this interview is to obtain information to ascertain the reason(s) for the rate of turnover in District Government and to receive suggestions to alleviate or improve problem areas.

Items: 1-11a, 12-14 and 20 are mandatory. Items: 11 b, 15-19 are optional.

1. Name of Employee (Mr. Mrs. Ms. Miss) 2. Agency/Office/Department

3. Position Title 4. Grade/Step 5. Salary

6. Supervisor's Name 7. EOD Date 8. Date Separated

9. Type of Separation:
- ☐ Resignation—unable to meet D.C. residency requirement
- ☐ Resignation (all other) ☐ Retirement ☐ Reduction-In-Force
- ☐ Removal ☐ Separation-Disqualification ☐ Transfer
- ☐ Termination (all other) ☐ Termination for failure to meet the D.C. residency requirement

10. Reason for Resigning

11. In case of Reduction-In-Force, please complete.

- a. Were you offered another position in the Department? ☐ Yes ☐ NO

If so, indicate the position.

- b. Why did you refuse the position?

12. Did you attend an Orientation Session when you entered on duty?

☐ YES DATE ☐ NO

13. Did you receive adequate on-the-job training?

☐ YES DATE #HOURS ☐ NO

14. Were formal or informal training courses, classes, etc. available? ☐ YES ☐ NO
If Yes, were they adequate _____
If No, please describe why? _____

15. What did you like best about working for the Department/Agency?

16. What did you like least about working for the Department/Agency?

17. Could the Department/Agency have taken any steps to retain you as an employee?

18. What suggestions do you have to improve working conditions in the Department/Agency and the morale of other employees?

19. Were your duties clearly defined by your supervisor?
☐ YES ☐ NO If NO, please explain?

20. Forward final check to:

(For Personnel Use Only)

- **Employee has** been advised regarding his/her final salary payment, annual leave payment. ☐ YES ☐ NO

- Employee has been advised regarding unemployment compensation benefits.
☐ YES ☐ NO

- Employee has been advised of his/her right to Health Benefits and Life Insurance conversions.
☐ YES ☐ NO

- Employee elects to: ☐ Withdraw ☐ Leave in his/her Retirement monies.
Retirement Forms completed. ☐ YES ☐ NO

- Employee has satisfactorily accounted for all Government property assigned including equipment, clothing, etc.
☐ YES ☐ NO (If not, note arrangements in comments below.)

- Employee's I.D. Card has been received. ☐ YES ☐ NO
(If not, why not⁹) _____

- Department Driver's I.D. Card has been received.
☐ YES ☐ NO ☐ Not Applicable

ADDITIONAL COMMENTS:

Personnel Signature/Date_____
Employee Signature/Date