

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.02.19 EXIT PROCESS

- A. Upon separation from employment, an employee must meet with his/her supervisor, or a designated member of the Personnel Office staff, to process paperwork and return Board property.
- B. A staff member of the Personnel Office will inform the employee of all termination benefits, verify forwarding addresses for the employee, and get signatures on necessary paperwork.
- C. The employee will relinquish all identification cards, equipment and keys. Personally owned electronic devices must be taken to IT to have work-related information erased.
- D. If the separation is voluntary, the employee will be asked to complete an exit questionnaire and may be asked to discuss his/her answers during an exit interview. Information gathered in exit interviews will be used to evaluate Board practices and identify areas requiring action to make the Board a more attractive employer. Exit questionnaires are not confidential and will not be placed in the employee's personnel file.