

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; font-weight: bold;">156.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.</p>	
<p><u>SUBJECT:</u> Employee Exit Interviews</p>		
<p><u>DATE:</u> April 1, 2015</p>		

POLICY

It is the policy of the West Virginia Division of Juvenile Services to maintain a mechanism that ensures uniformity when conducting exit interviews with departing employees.

CANCELLATION

This policy has been reviewed and supersedes Policy 156.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' employees.

PROCEDURES

1. All employees who terminate their employment with the Division of Juvenile Services (DJS) will be afforded an exit interview, using a DJS Exit Interview Form (Attachment #1).
 - a. Employee will complete Parts 1 through 4 of the Exit Interview Form.
 - b. Employee shall enter a numeric separation code (Page 2 of Attachment #1) for employee response in Part 1 of the Exit Interview Form.

2. The Facility Superintendent/Director/designee (interviewer) shall complete Parts 5 and 6 on Page 2 of the Exit Interview Form.
 - a. The interviewer shall provide a written narrative of the exit interview in Part 5 of Attachment #1 of this Policy.
 - b. The interviewer shall enter a numeric separation code in Part 5 of Exit Interview Form.

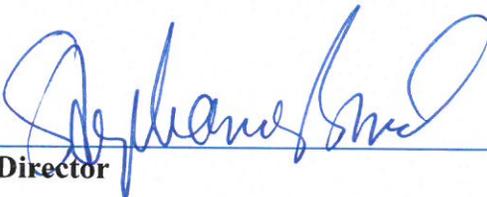
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3. The original completed form is to be forwarded to Central Office and a copy maintained at the facility.
4. The employee shall also be given a Supplemental Exit Interview form (Attachment #2) with a postage paid envelope pre-addressed to the WV Division of Juvenile Services, Attn: Division Director, 1200 Quarrier Street, Charleston, WV 25301.
5. This policy will be adopted in its entirety and the facility will not create an operational procedure.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

4/1/15

Date

DIVISION OF JUVENILE SERVICES

EXIT INTERVIEW

EMPLOYEE INFORMATION – PART 1		
LAST NAME	FIRST	FACILITY
FORWARDING ADDRESS		
CITY	STATE/ZIP CODE	TELEPHONE #
LAST DAY WORKED	SEPARATION CODE (Employee Response)	

EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE – PART 2					
HOW DO YOU RATE THE AGENCY ON EACH OF THE FOLLOWING POINTS? 1 = EXCELLENT 2 = ABOVE AVERAGE 3 = AVERAGE 4 = BELOW AVERAGE 5 = POOR	1	2	3	4	5
FAIR AND EQUAL TREATMENT BY MANAGEMENT					
DEVELOPMENT OF CO-OPERATION & TEAMWORK					
RESOLVING COMPLAINTS AND PROBLEMS					
COMMUNICATION WITH EMPLOYEES					
COMMUNICATION WITHIN YOUR FACILITY					
ON-THE-JOB TRAINING					
WAS ALL TRAINING PROVIDED ADEQUATE					
HOW HELPFUL WAS YOUR SUPERVISOR					
HOW WOULD YOU RATE YOUR EMPLOYMENT EXPERIENCE					
EMPLOYEE REASON FOR LEAVING – PART 3					
If leaving to take another job, where/new employer name?					

RETURN OF PROPERTY CHECKLIST – PART 4		
I.D.CARDS []	HANDCUFFS []	BADGES []
KEYS []	CREDIT CARDS []	UNIFORMS []
CHITS []	CUFF POUCH []	GLOVE POUCH []
OTHER (Specify) :		
I hereby state that I have returned to the Division Manager all PROPRIETARY documents and materials which I had in my possession.		
SIGNATURE:	DATE:	

Interviewer's Narrative of Exit Interview- PART 5

TRACKING DATA - PART 6

EMPLOYMENT TYPE	Permanent <input type="checkbox"/>	Probationary <input type="checkbox"/>	Temp <input type="checkbox"/>	Part time <input type="checkbox"/>	Summer <input type="checkbox"/>
TYPE OF SEPARATION	<input type="checkbox"/> Voluntary - Attach Resignation		<input type="checkbox"/> Involuntary - Attach Documentation		
COMPLETED BY: (Print)			REHIRE RECOMMENDED		
			<input type="checkbox"/> Yes <input type="checkbox"/> No (Specify Below)		

INTERVIEWER'S ASSESSMENT OF THE REASON EMPLOYEE IS LEAVING:

INTERVIEWER'S ASSESSMENT OF SEPARATION CODE

SIGNATURE	DATE

SEPARATION CODES

VOLUNTARY SEPARATION

- | | | |
|---------------------------------|-------------------------|------------------------|
| 01 - FAMILY REASONS | 02 - RETURN TO SCHOOL | 03 - MATERNITY |
| 04 - SELF EMPLOYMENT | 05 - HEALTH REASONS | 06 - MILITARY SERVICE |
| 07 - TRANSPORTATION | 08 - PERSONAL REASONS | 09 - NORMAL RETIREMENT |
| 10 - EARLY RETIREMENT | 11 - MEDICAL RETIREMENT | 12 - DEATH |
| 13 - TEMPORARY EMPLOYMENT ENDED | | |

DISSATISFACTION WITH (AND DID NOT TAKE ANOTHER JOB)

- | | | |
|-------------------------|------------------------|-------------------------|
| 14 - WORKING CONDITIONS | 15 - TYPE OF WORK | 16 - LACK OF PROMOTIONS |
| 17 - COMPENSATION | 18 - HOURS | 19 - SUPERVISION |
| 20 - OTHER EMPLOYEES | 21 - RESIGNED - MUTUAL | 22 - LOCATION |

TAKING ANOTHER JOB BECAUSE OF MORE FAVORABLE

- | | | |
|-------------------------|-------------------|----------------------------|
| 23 - WORKING CONDITIONS | 24 - TYPE OF WORK | 25 - PROMOTION OPPORTUNITY |
| 26 - COMPENSATION | 27 - HOURS | 28 - SUPERVISION |
| 29 - FRINGE BENEFITS | 30 - POLICIES | 31 - LOCATION |

INVOLUNTARY SEPARATION

- 32 - PERFORMANCE DURING PROBATIONARY PERIOD
- 33 - RULE VIOLATIONS
- 34 - INSUBORDINATION
- 35 - UNWILLINGNESS TO DO JOB REQUIREMENTS
- 36 - INABILITY TO PERFORM JOB REQUIREMENTS BECAUSE OF CONDITIONS IMPOSED BY THE AGENCY
- 37 - SUSPECTED DISHONESTY
- 38 - MISCONDUCT
- 39 - EXCESSIVE ABSENCES
- 40 - EXCESSIVE TARDINESS
- 41 - EXCESSIVE ABSENTEEISM AND TARDINESS
- 42 - FAILURE TO REPORT FOR WORK
- 43 - FAILURE TO RETURN FROM LEAVE
- 44 - REDUCTION IN FORCE

West Virginia Division of Juvenile Services
Employee Supplemental Exit Interview Questionnaire

Name: _____

Facility: _____

Date: _____

1. How would you rate the safety and security policies and procedures at this facility?

- Excellent Good Somewhat good Poor

2. How adequately does staff follow safety security procedures in this facility?

- Excellent Good Somewhat good Poor

3. Within the last six months, have you feared for your safety in this facility?

- Yes No

4. How safe or dangerous do you feel this facility is for staff?

- Very safe Safe Unsafe Very dangerous

5. How safe or dangerous do you feel this facility is for the youths?

- Very safe Safe Unsafe Very dangerous

6. How many times have you been involved in a restraint during the last six months?

7. Have you practiced a fire drill at this facility in the last six months?

- Yes No

8. In your opinion, what would make this facility safer?

(Circle all that apply)

More staff

Training

Safety equipment

Less overcrowding

Other

9. If other, please specify:

10. I received the training I needed to perform my job.

- Agree Somewhat agree Somewhat disagree Strongly disagree

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Attachment #2

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11. The training I received while in this facility has improved my job skills.
 Agree Somewhat agree Somewhat disagree Strongly disagree
12. What type of training do you feel the facility staff needs?

13. How would you rate the support and guidance you receive from your supervisor?
 Excellent Good Fair Poor
14. How would you rate the fair and equal treatment by management:
 Excellent Good Fair Poor
15. The opportunity I had to recommend changes in how security is done at this facility is:
 Excellent Good Fair Poor
16. Communications between all areas (i.e., direct care, clinical, education, administration, health, food service and maintenance) at this location are:
 Excellent Good Fair Poor
17. I received the information I need to perform my job effectively.
 Strongly Agree Agree Disagree Strongly disagree
18. I knew what my job expectations were:
 Strongly agree Agree Disagree Strongly disagree
19. Complaints and problems were resolved in a timely manner.
 Strongly agree Agree Disagree Strongly disagree
20. I was satisfied with my job.
 Strongly agree Agree Disagree Strongly disagree
21. I was able to provide input in the development and follow through of youths' individual treatment / service plans.
 True Mostly true Mostly untrue Not true at all Not applicable
22. The programming in this facility (school, counseling, other programs) helps resident understand what they need to do to succeed when they return home.
 True Mostly true Mostly untrue Not true at all Not applicable
23. How would you rate the orientation of youths when they first arrive?
 Excellent Good Fair Poor Not applicable

24. How would you rate the health services for youths?
 Excellent Good Fair Poor Not applicable
25. How would you rate educational programming for youths?
 Excellent Good Fair Poor Not applicable
26. How would you rate training, daily communications and follow through at this location regarding suicide prevention?
 Excellent Good Fair Poor Not applicable
27. How would you rate training, daily communications and follow through at this location regarding PREA / zero tolerance of sexual abuse and harassment?
 Excellent Good Fair Poor Not applicable
28. The manner in which various facility areas (i.e., direct care, clinical, education, administration and health) work as a team in developing and following through on youths' treatment / service plans is:
 Excellent Good Fair Poor Not applicable
29. Do staff members show residents respect:
 Yes Sometimes No
30. Are the staff good role models?
 Yes Sometimes No
31. Do staff seem to genuinely care about the residents?
 Yes Sometimes No
32. Do staff use force only when they really need to?
 Yes Sometimes No
33. Does the facility use incentives and rewards to influence youths' behaviors?
 Yes Sometimes No
34. Do staff give more positive comments than negative comments to youth?
 Yes Sometimes No
35. Do staff treat residents fairly?
 Yes Sometimes No
36. Is the behavior management system (including privileges, rules, consequences and appeals process) clear and understood by staff and youths?
 Yes No

37. Do staff have the authority to discipline youth appropriately?

Yes

No

38. Do staff have the authority to reward youth appropriately?

Yes

No

39. Do staff members talk with youths about the youth's families and other supportive people?

Yes

Sometimes

No

Employee reason for leaving:

If to take another job, what job and where?

Additional comments:
