


REPEALED 8/1/09

SUBJECT MEMBER EXIT REVIEWS	POLICY NUMBER 5.09	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services		
PURPOSE/SCOPE: To establish policy and procedures for solicitation of employment related feedback from members who separate from the Department.		

I. AUTHORITY

Chapter 110, Florida Statutes, State Employment

Governor's Executive Order 07-01

II. DEFINITIONS

Separating Member- Senior Management Service, Selected Exempt Service and Career Service member who leaves the Department for any reason.

III. POLICY

The Department will make a good faith effort to obtain feedback from members who separate from the agency. The information obtained will be reviewed and used to recognize success and encourage improvements.

IV. PROCEDURES

A. Collecting the Information

1. The Bureau of Personnel Services, Office of Employee Relations will provide each member separating from the Department an Exit Review Questionnaire (HSMV-91900).
2. At the request of the Executive Director, Chief of Staff, Deputy Executive Director, a division director or at the discretion of the Chief of Personnel Services or the Manager of the Office of Employee Relations, a personal interview may be conducted to determine the exact nature of the reasons for separation.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 05/01/85
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B. Distribution of Information

A copy of each Exit Review Questionnaire will be provided to the Executive Director and appropriate division director. The originals will be retained in the Office of Employee Relations.

C. Management Responsibility

Questionnaires will be carefully evaluated to identify and recognize those who have developed a positive workplace environment. Questionnaires that identify opportunities for improvement will be pursued appropriately.