



**Administrative Policies and Procedures: 4.27**

<b>Subject:</b>	<b>Employee Exit Process</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Employees
<b>Policy Statement:</b>	
The supervisor of any employee transferring from the Department of Children's Services (DCS) or separating from state government is required to complete the DCS Employee Exit Process.	
<b>Purpose:</b>	
The guidelines in this policy are established to improve state property accountability.	
<b>Procedures:</b>	
<b>A. Normal Separations</b>	<ol style="list-style-type: none"> <li>1. The employee exit process is completed when an employee transfers or separates from employment with the Department of Children's Services. In the event the separating or terminating employee is unable or unwilling to participate in the employee exit process, the local Human Resource Officer documents this in the <b>Employee Exit Process Log</b>.</li> <li>2. The direct supervisor meets with the transferring or separating employee and retrieves all state property and documents receipt on form <b>CS-0558, Employee Exit Process</b>, prior to the employee's last scheduled work day. The following is accomplished during the meeting with the supervisor: <ol style="list-style-type: none"> <li>a) Completion of form <b>CS-0558, Employee Exit Process</b>;</li> <li>b) Collection of assigned State property; and</li> <li>c) Termination of computer access by following DCS Policy <a href="#">7.15 Onboarding and Exiting Employees</a>.</li> </ol> </li> <li>3. The supervisor reviews form <b>CS-0558, Employee Exit Process</b> and documents on the form that the employee has returned all assigned state property including, but not limited to: <ol style="list-style-type: none"> <li>a) Office Keys;</li> <li>b) Uniforms;</li> <li>c) Portable or Mobile Devices, including accessories (such as digital cameras,</li> </ol> </li> </ol>

	<p>cell phones/iPhones, broadband cards, and pagers);</p> <p>d) Portable Storage Media (such as Flash Drives, USB Thumb Drives, CD's, DVDs, and Zip Disks);</p> <p>e) Portable Computers/Electronic Devices, including accessories (such as laptops and tablet computers);</p> <p>f) ID Card;</p> <p>g) Phone Card and/or Credit Card;</p> <p>h) Parking Decal;</p> <p>i) WeCar Card; and</p> <p>j) Transit Card (Bus Card).</p> <p>4. The supervisor forwards form <b>CS-0558, Employee Exit Process</b>, to Human Resources for processing.</p> <p>5. If the employee requests to share additional information or consult with Human Resources regarding his/her employment, the Human Resources Representative schedules a time to meet face-to-face with the employee.</p>
<p><b>B. Special Separations</b></p>	<p>There may be instances when the normal employee exit process is not possible. For example, this may happen when an employee resigns without notice, employee calls or emails resignation and never returns. In these instances, the supervisor completes form <b>CS-0558, Employee Exit Process</b> as soon as possible after the departure of the employee. Special efforts are made to locate and identify state property assigned to the employee.</p> <p>In these situations, the supervisor:</p> <p>a) Completes termination of computer access by following DCS Policy <a href="#">7.15. Onboarding and Exiting Employees</a> upon notification of departing employee; and</p> <p>b) Notifies and alerts the appropriate regional, Youth Development Center or Central Office property administrator of missing and/or unaccountable property that was assigned to the departing employee.</p>

<p><b>Forms:</b></p>	<p><a href="#">CS-0558. Employee Exit Process</a></p>
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<p><b>Collateral documents:</b></p>	<p>None</p>
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<b>Glossary:</b>	
<b>Term:</b>	<b>Definition:</b>
	<b>None</b>