



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**

<b>CHAPTER: Administration</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Employee Exit Interview</b>	
<b>POLICY NUMBER: 109</b>	
<b>TOTAL PAGES: 1</b>	
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<b>APPROVAL: Carey D. Cockerell</b>	<b>, COMMISSIONER</b>

**I. POLICY**

Staff exit interviews shall be conducted prior to staff leaving the agency.

**II. APPLICABILITY**

This policy shall apply to staff leaving the Department of Juvenile Justice (DJJ) due to resignation, retirement, or transfer out of DJJ.

**III. DEFINITIONS**

Refer to Chapter 100.

**IV. PROCEDURES**

- A. Staff voluntarily leaving DJJ are encouraged to complete the Employee Exit Interview Form located on the DJJ Portal.
- B. This form shall become a part of the staff's agency personnel file.
- C. Staff may elect to return the completed Employee Exit Interview Form to the supervisor for forwarding to the Personnel Branch or elect to mail the document to the Personnel Branch.
- D. The Personnel Branch Manager or designee shall provide to the Commissioner's office information gained from the Employee Exit Interview Forms for the purpose of enhancing recruitment and retention efforts annually.

**V. MONITORING MECHANISM**

Supervisors shall ensure compliance on an ongoing basis.