

Resignation and Retirement

362.1 PURPOSE AND SCOPE

This policy establishes policy and procedures for employees of the Department who wish to resign or retire. It also provides guidelines related to exit interviews.

362.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Salary Ordinance No. 440;
- Memorandum of Understanding (MOU);
- County of Riverside Board of Supervisors Policy C-22, Exit Interview.

362.3 POLICY

Employment is based upon mutual consent. An employee possesses the right to resign at any time or retire when they meet the necessary eligibility time requirements. Upon separation from the department, employees shall be provided the Riverside County Exit Interview form (attachment) as outlined in Board of Supervisors Policy C-22. (<http://boardos.co.riverside.ca.us/policy-c/POLICY-C22.pdf>)

362.4 TIME FRAMES

A letter of resignation should be submitted at least two weeks prior to termination of employment.

A letter of intent to retire should be submitted 60 to 90 days prior to the intended retirement date in order for the employee and the Probation Human Resources Division to prepare the appropriate paperwork.

362.5 PROCEDURES

An employee will advise the immediate supervisor of an intention to resign/retire and furnish in writing the final date of active employment or retirement and the reason for separation. The supervisor will forward this information to their Division Director, who shall forward the resignation/intent to retire to the Department Human Resources Coordinator as soon as possible.

A written acceptance of the resignation/intent to retire and the Exit Interview form shall be issued to the employee by their Division Director or designee. In the case of the resignation/intent to retire of a Division Director, the appropriate Chief Deputy will issue the written acceptance of the resignation/intent to retire and provide the Exit Interview form. In the case of the resignation/intent to retire of a Chief Deputy or the Assistant Chief, the Chief Probation Officer will issue the written acceptance of the resignation/intent to retire and provide the Exit Interview form.

The final paycheck will not be released until the employee has returned all County property issued to them (i.e., ID card, badge, all institutional uniforms and equipment, keys, etc.).

Riverside County Probation Department

Policy Manual

Resignation and Retirement

A resignation is final upon receipt and acceptance by the Chief Probation Officer or designee.

If the Department receives a clear and unequivocal resignation or intent to retire, the Department has the right to accept such resignation/intent to retire on its face value and take normal actions to replace the resigning/retiring employee.

362.6 EXIT INTERVIEWS

Each regular employee is provided an Exit Interview form and is encouraged to complete the form and return it directly to the Division Director or mail it to the Probation Human Resources Division. The employee may designate on the form if they want to schedule an exit interview with their Division Director or designee, or may choose to schedule an exit interview with their Chief Deputy. A Division Director may elect to schedule an exit interview with their Chief Deputy, the Assistant Chief, or the Chief Probation Officer.

Prior to forwarding the Exit Interview form to Probation Human Resources, the party conducting the exit interview must complete the Agency/Department Use Only section of the form based upon the information received from the exiting employee.

Date(s) revised:

01/20/2016

04/26/2010

06/01/1992

Created: 07/01/1986

Attachments:

[1. Riverside County Exit Interview Form](#)

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

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Policy:

Upon separation, prior to leaving the county, the agency/department will offer the employee an exit interview with the agency/department head or a designee.

I. PURPOSE

To determine and document the reasons employees leave the county, to provide an opportunity for the airing of unresolved issues, and to solicit constructive feedback to improve the county.

II. SCOPE

This policy applies to employees at all locations.

III. PROCEDURE

- A. Supervisors will refer separating employees to the designated agency/department's representative who has the responsibility for exit interviews as soon as possible after the separation decision has been made and communicated.
- B. The agency/department's designated representative will use the exit interview form (copy following) to cover the following points:
 - Job duties and workload: understanding of the job, match with interests and abilities, quality of training
 - County policies and practices: working environment, opportunities for advancement, salary and benefits
 - Quality of supervision: fairness, supportiveness
 - Reasons for leaving
- C. The agency/department's designated representative should ask the employee to sign the exit interview form. The employee may be given a copy upon request.

Reference:

Minute Order 3.30 of 08/13/96
Minute Order 3.3 of 04/10/07

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**COUNTY OF RIVERSIDE
Exit Interview**

Employee Name: _____ Male Female
Job Title: _____ Employee Number: _____
Hire Date: _____ Separation Date: _____
Supervisors Name: _____
_____ Agency/Department Location: _____

JOB CONTENT

1. What factors contributed to your accepting a job with the county? Have your feelings changed?
2. Did you receive a new employee orientation packet? Yes No
3. Did you review your orientation materials? Yes No
4. Did you understand the job expectations when you were hired? Yes No
5. Did you receive sufficient training to meet those expectations? Did you know how or where to get information you needed to succeed in your job? Yes
No
6. How would you rate your own contribution or performance on the job?

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THE COUNTY AS A PLACE TO WORK

7. How would you rate the following aspects of your employment here?

	Excellent	Good	Fair	Poor	Other Comments
Opportunity for Advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performance Appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Working Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Your Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacation/ Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other County Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Feelings of Belonging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. If you were leading this agency/department, what would you do differently?

9. What made your employment enjoyable?

QUALITY OF SUPERVISION

10. Would you be interested in returning to work for the county?

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11. How would you rate your supervisor in the following areas?

	Excellent	Good	Fair	Poor	Other Comments
Demonstrates fair & equal treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provides appropriate recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resolves complaints/difficulties in a timely fashion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follows policies & procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Informs employee of matters relating to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Encourages feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is knowledgeable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Expresses instructions clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develops cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

12. If you came back to work for the county, would you be willing to work for the same supervisor?

Yes No If no, describe reason:

REASONS FOR LEAVING

13. Are you leaving for a similar job? Yes No

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- 14. How is your new job different from your old one? Are you staying in the same industry?

- 15. What part does salary play in your decision to leave?

- 16. What made you begin looking for another position, or, if appropriate, what made you listen to the offer to interview for another position?

- 17. What could Human Resources have done to prevent you from leaving?

- 18. If you are going to another job, what does that job offer you that your job here did not?

Date

Employee Signature

Exit Interviewer's Signature

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Agency/Department Use Only

Reason for separation:

Pay Another job Personal Reason Supervisor Military

Working Environment:

Department Terminated Layoff Other

If working environment, specify:

Working Conditions Lack of Opportunity Unfair Treatment

Work Unimportant *If personal reasons, specify:*

Health Marriage Pregnancy Child care Leaving Area

Transportation Return to School Other *If other, please explain:*

Other Comments: