Liberty Healthcare Corporation and Affiliates (Liberty) Standard Operating Policies

Title:	**Offboarding**	**Effective Date:**	**08/06/2015**
Author:	**Camille Tanner**	**Last Review Date:**	**06/22/2021**
Location:	**All Locations**	**Last Revision Date:**	**12/17/2020**
Functional Area:	**Human Resources**		

POLICY

Offboarding is the management of an employee's exit from the company. A good off-boarding process has many benefits including positive employee referral, rehiring and word of mouth.   To make their exit helpful and try to retain high performing employees, it is important for Liberty Healthcare to better understand why employees voluntarily leave the organization to seek other employment. Offboarding is also the mechanism to retrieve any Liberty property that the exiting employee may have in his or her possession.   In an effort to gather actionable information on why employees leave and learn what we might do as an organization to prevent employees from leaving, Liberty's corporate HR team will conduct the offboarding process and conduct exit interviews on employees who leave their employment voluntarily.

PROCEDURE

1. A notice of termination will be received by corporate HR via a Change of Status form. For employees leaving Liberty voluntarily corporate HR will arrange for an exit survey to be sent via Survey Monkey. Results of these exit surveys will be shared with Liberty Leadership.

2. This policy does not negate any exit interviews conducted at the local level but is intended to enhance the process in order to gain meaningful statistics company wide.

3. Corporate HR staff will e-mail the employee FAQ's with helpful information regarding last paycheck, accrued paid time off, benefit termination and 401K options.

4. When the pending termination of employment for any employee or staff member is identified, the program Director or Department Manager (or designee) must submit a "**Employee/Staff Termination – Technology Deprovisioning**" ticket in Liberty's Zendesk system, identifying the employee's last day of employment or assignment, and any unique handling requested for the team members accounts. Unless otherwise identified in the deprovisioning ticket, access to all accounts will be removed at end-of-business on the employee's last day of employment, and all associated data will be deleted (e.g., emails). In the event there is critical or urgent timing associated with a termination, the process above should be followed, along with a phone call to a member of the Technology Solutions management team to ensure immediate response.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	08/06/2015	Camille Tanner	Policy Created
#2	12/17/2020	Camille Tanner	Reviewed with the following changes: Renaming of policy to Offboarding
#3	06/22/2021	Camille Tanner	Changed Skill Survey to Survey Monkey