

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 22

SUBJECT: Employee Onboarding and Offboarding

EFFECTIVE DATE: November 17, 1980

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. POLICY STATEMENT

It is the policy of the Department of Transportation and Development (DOTD) to properly onboard new employees by informing them of agency policies and procedures, as well as the obligations of DOTD employment. All new employees are therefore required to attend a New Hire Orientation course conducted by their Field HR or the Headquarters (HQ) Human Resources Section within the first six weeks of employment. As a part of its retention efforts, it is also DOTD's policy to properly offboard separating employees which includes HR submitting Exit Interview Questionnaire forms to all employees who retire or resign from the agency and requesting that those employees forward the completed Exit Interview Questionnaires to the appropriate Human Resources office.

2. ONBOARDING RESPONSIBILITIES

A. Field/HQ Human Resources

- (1) Schedule pre-employment meeting and process new hire paperwork for assigned District/Section employees.
- (2) Schedule and conduct New Hire Orientation course on a monthly basis.
- (3) Ensure that all new employees attend the New Hire Orientation course and that documentation of completion is entered into the Louisiana Employees Online (LEO) System as well as obtain employee acknowledgements for certain Secretary's Policy and Procedure Memorandums.
- (4) Maintain up-to-date New Hire Orientation program materials.
- (5) Monitor and evaluate the effectiveness of the New Hire Orientation program and make recommendations and improvements where needed.
- (6) Offer newly hired full-time employees (defined as employees who average 30 hours or more of service per week) enrollment in health and life insurance coverage through the Office of Group Benefits within 30 days of hire and obtain written documentation of each employee's decision to accept or waive coverage.

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B. Appointing Authority/ Direct Supervisor

- (1) Complete the Security Access form (SAF) for employees hired to work at the HQ or Annex buildings and submit it to the HQ Human Resources Section and the Enterprise Support Services Section prior to the new employee's start date.
- (2) Complete the Supervisor's Checklist for New Employees on each new employee and review any applicable training requirements within the first five days of employment. The checklist is to be maintained in the employee's District or Section supervisory file. (For training requirements, refer to Secretary's Policy and Procedure Memorandum No. 59, Workforce Development.)
- (3) Meet with new employees within three months of employment to establish performance expectations and complete the Performance Evaluation System (PES) Planning form. (For details regarding the performance evaluation process, refer to Secretary's Policy and Procedure Memorandum No. 55, Performance Evaluation System.)

C. New Employee

- (1) Complete and submit the Office of Group Benefits Enrollment/Change form to Field/HQ HR within 30 days of hire.

3. OFFBOARDING RESPONSIBILITIES

A. Field/HQ Human Resources

- (1) Process separation/transfer action immediately upon notice and ensure all required documentation is received (i.e., Employee Separations and Transfers Checklist form and letter of resignation). To prevent payroll issues, transferring employees should not be placed in the LaGov transfer zone on the Friday prior to payroll Monday or on payroll Monday.
- (2) Submit required electronic separation notice to the Louisiana Workforce Commission (LWC) and issue a copy along with the Employee Notification Form to the separated employee within three days of the separation. If mailed, the documents are to be sent to the employee's last address on file, using a Certificate of Mailing for involuntary separations.

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- (3) Receive Exit Interview Questionnaire form from Appointing Authority or exiting employee and forward completed Exit Interview Questionnaire form to HQ HR Staffing Specialist.

B. HQ HR Staffing Specialist

- (1) Submit Exit Interview Questionnaires on a quarterly basis to the appropriate Office Head and Undersecretary in an effort to improve employee retention.

C. Appointing Authority

- (1) Complete and submit the Employee Separations and Transfers Checklist form for **all** separations, including separations from probation, dismissals, and non-disciplinary removals to the assigned HR Field/HQ Staffing representative. Additionally, submit the Letter of Resignation (if provided by the employee) for all resignations to the assigned HR Field/HQ Staffing representative. These documents must be submitted immediately upon notice of separation and no later than the business day following the employee's separation so that the employee may be removed from the system and the employee's final pay issued timely. Separation forms and job aids are linked to the DOTD Intranet under Human Resources, Forms, and Job Aids. Failure to submit required documentation may result in an overpayment claim and/or untimely notice submittal to LWC.
- (2) Forward completed Exit Interview Questionnaire form to assigned HR Field/HQ Staffing representative, except for separations from probation, dismissals, or non-disciplinary removals.

4. FURTHER INFORMATION

Any questions regarding this policy should be directed to the Headquarters Human Resources Section.



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Secretary