TITLE		POLICY NUMBER	
Employee Onboarding and Offboarding		DCS 04-49	
RESPONSIBLE AREA		EFFECTIVE DATE	REVISION
Human Resources		June 20, 2018	1

I. POLICY STATEMENT

The Department of Child Safety (DCS or the Department) shall implement structured and consistent practices to facilitate successful transitions for incoming and outgoing employees. The Department shall conduct these actions in compliance with the requirements set forth in the Arizona State Personnel System (ASPS) rules.

II. APPLICABILITY

This policy pertains to all DCS employees and outlines the steps and procedures taken by managers, supervisors, personnel liaisons, and DCS Human Resources when individuals commence or terminate employment with DCS.

III. AUTHORITY

A.A.C. Title 2, Chapter 5   Arizona Department of Administration State Personnel System

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Employee: All officers and employees of DCS, whether in covered or uncovered service.

Offboarding: The processes encompassing the termination of active employment from DCS, including but not limited to payroll, benefits, access to internal systems, and all other benefits and privileges of DCS employment.

Onboarding: The process of ensuring that new hires have all the tools and resources necessary to perform their assigned job duties.

Personnel Liaison: A DCS employee assigned to fulfill Human Resources responsibilities in an assigned region or office.

V.   POLICY

A.   Onboarding

A New Employee Onboarding Checklist shall be completed for each newly-hired DCS employee.

B.   Offboarding

An Employee Departure Checklist shall be completed for each employee who leaves DCS employment.

C.   Exit Surveys

Employees who have voluntarily separated are offered the opportunity to participate in an exit survey to provide anonymous feedback to the Department.

VI.   PROCEDURES

A.   Employee Onboarding

The supervisor or manager who directly supervises the employee, and the personnel liaison assigned to the area in which the employee works, are responsible for completing the New Employee Onboarding Checklist.

B.   Employee Offboarding

The supervisor or manager who directly supervises the employee, and the personnel liaison assigned to the area in which the employee works, are responsible for completing the Employee Departure Checklist.

C.   Exit Surveys

The personnel liaison will immediately notify Human Resources of an employee separating from state service by e-mailing ExitSurvey@azdcs.gov. Human Resources notifies the Arizona Department of Administration (ADOA), and ADOA will send an exit survey to the employee at the email address provided by HR. The email address will be determined by the last day of their employment.

VII.   FORMS

DCS 04-49 Onboarding & Offboarding revised September 19, 2019

DCS-1006A, Employee Departure Checklist
DCS-1291A, New Employee Onboarding Checklist