KENNY C. GUINN
Governor

STATE OF NEVADA

JEANNE GREENE
Director

DEPARTMENT OF PERSONNEL
209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #27/01
August 2, 2001

TO: Department Directors

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: FY 2000 & 2001 Turnover Statistics

Enclosed are the following turnover reports for fiscal years 2000 and 2001:

- Turnover by Department - showing all employee movement from one State agency to another and all permanent separations from State service.

- Turnover by Class by Department - reflecting all employee movement, other than automatic progressions, which results in a class code change and all permanent separations from State service.

- Total State Separations, representing total separations from State by reason code.

We've also enclosed a copy of the statewide summaries of Turnover by Department and Turnover by Class by Department. This will allow you to compare turnover information in your agency with the statewide averages.

You will note that each of these reports has been broken into avoidable and unavoidable turnover. Avoidable turnover is described as employee movement and separations for which management can exercise some control or influence, where management generally has no control over unavoidable turnover.

As you know, turnover information must be both accurate and meaningful to be useful as a management tool. As such, I encourage you to establish exit interview procedures if you

haven't already done so, and ask your staff to be accurate and timely when reporting employee movement and separation on the personnel action form. If you would like assistance in establishing an exit interview process, please let me know. We'll be happy to help.

I hope you find this information useful. If you have any questions or comments regarding the turnover data, please contact Peggy Martin at (775) 684-0140.

JG:cp

Enclosure