

EXIT INTERVIEW PROCEDURE

PURPOSE

The exit interview is used to obtain information that will result in better selection , placement, and development and training practices, as well as improved supervision, which, in turn, can help reduce attrition, enhance working conditions, detect and correct problems on the job that may lead to termination, and, in general, further public relations by having each employee leave with a positive view of the Bay-Arenac ISD. It assures that district property is either returned or accounted for or financial responsibilities are resolved before the employee leaves the work site.

APPLICATION

This procedure shall apply to all administrators regardless of their location. This procedure establishes a common process all district departments follow.

DEFINITION

The exit interview is a standard separation procedure. Its scope and value are not limited to monitoring turnover and determining why workers leave; exit interview data can be instrumental in improving virtually any and all aspects of the work environment.

RESPONSIBILITIES

- 1.0 Staff and Organizational Development
 - 1.1 will schedule and conduct the exit interview and ensure that the Exit Interview Checklist form (Exhibit A), Exit Interview Questionnaire (Exhibit B), and Exit Interview Summary (Exhibit C) are completed for all employees (both exempt and non-exempt) who quit, retire, separate or transfer from their department/building. (Completion of the exit checklist form is not to be delegated to the employee leaving.)
 - 1.2 will complete the Exit Interview Summary form, obtain the employee's signature and sign the form. The summary of the exit interview will be reviewed with the employee's supervisor and other members of the administration as appropriate.
 - 1.3 will retain the original copy of the exit interview summary form with the employee's personnel file.
 - 1.4 will ensure reviews have been made of all information systems the employee had access to including notifying the system operator so they can modify or remove the appropriate user id's (Exhibit D).
 - 1.5 will collect a sum of money, equal to the value of an item, from the employee for items not returned prior to their leaving. Monies owed by the departing employee

may be paid to the Business Office with the receipt for such monies attached to the checklist or the Staff and Organizational Development department should request a deduction from employee's final paycheck.

2.0 Administrator

- 2.1 has the responsibility to notify the Staff and Organizational Development department of all situations in which the employee will be quitting, transferring, or separating from the district. It is important that this notification take place as soon as the administrator is aware the employee plans to terminate/transfer to allow time to conduct the exit interview and to ensure all outstanding balances are paid prior to the release of the employee's final paycheck.
- 2.2 is responsible for ensuring that all district owned property is returned in operating condition or in as close a condition as it was when it was released to the employee and determining if all outstanding balances have been paid.

3.0 Employee

- 3.1 has the responsibility for returning all district owned material and equipment.
- 3.2 is expected to participate in the exit interview and complete the exit interview questionnaire.

DISTRIBUTION

This procedure is to be communicated to all administrators and bargaining unit representatives via the appropriate organizational chain of command.