

COUNTY OF ST. PAUL #19

Policy Number

ADM-96

Title

Exit Interview Policy

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Date Approved

Policy Statement: The County of St. Paul No. 19 strives to provide a working environment that is positive, supportive and fulfilling. In the event of an employee's departure, the County will identify workplace, organizational, and human resource factors that have contributed to an employee's decision to leave. This will enable the County of St. Paul to identify any trends requiring attention or any opportunities for improving the County's ability to respond to employee issues and allow the company to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

Scope:

This policy applies to all employees including employees taking early retirement and voluntary severance. Exceptions include temporary and contract employees and employees discharged for cause.

Procedures:

The Assistant Chief Administrative Officer or his human resources designate will contact the employee in writing, inviting them to participate in an exit interview. The exit interview should take place in the final week of employment.

The employee will be asked to complete a standard set of questions and given a chance to provide written feedback or any information they feel would be beneficial for the company to know about their employment experience at the County.

Employees are responsible for participating in the exit interview on a voluntary basis. If an employee chooses to participate in an exit interview, they will be encouraged to be honest, candid, and constructive in their responses.

The information received through exit interviews will be secured and no names will be printed. No specific information that could possibly be traced back to ex-employee will be disseminated or discussed.

The information will be analyzed regularly to identify areas or determine trends that may need to be addressed. Periodically, the information will be shared and analyzed and recommendations will be made to designated members of the staff or administrative management team.