



## **EXIT INTERVIEWS**

### **I. PURPOSE**

To determine and document the reasons employees leave the City, to provide an opportunity for the airing of unresolved grievances, and to solicit constructive feedback to improve effectiveness and/or efficiency of City operations and/or employees' quality of life.

### **II. SCOPE**

This policy applies to all City employees.

### **III. POLICY**

Prior to leaving the City upon separation, employees will have an exit interview with a Human Resources representative.

### **IV. PROCEDURE**

- A. Supervisors will refer separating employees to the human resources department for an exit interview as soon as possible after the separation decision has been made and communicated.
- B. The human resources representative will use the exit interview form.
- C. Prior to the employee leaving his/her department, supervisors shall collect all City property such as keys, identification cards, and uniforms.