

Sylvan Heights Science Charter School

No. _____

SECTION: PERSONNEL
TITLE: EXIT INTERVIEW POLICY
ADOPTED: June 16, 2014

EXIT INTERVIEW POLICY

The purpose of this policy is to identify workplace, organizational, human resources or other factors that have contributed to an employee's decision to leave employment with Sylvan Heights Science Charter School, to enable the School to identify trends requiring attention or opportunities for improving the School's ability to respond to employee issues, and to allow the School to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

1. This policy applies to all employees. Exceptions include temporary or contract employees and employees discharged for cause.
2. A member of the School's Personnel Committee will conduct exit interviews with employees, once the employee's confirmed departure date has been received.
 - a. A Personnel Committee member will contact the employee in writing, inviting the employee to attend an exit interview at a mutually convenient time. The exit interview should take place as soon as possible after the confirmed departure date has been received by the School. The employee will be asked a standard set of questions and be given a chance to discuss any concerns the employee encountered during the employee's employment experience.
 - b. If an employee chooses not to participate in an exit interview, the employee will be encouraged to complete an Exit Interview Questionnaire.
3. Employees are encouraged to participate in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she is encouraged to be honest, candid, and constructive in his/her responses.
4. The information received through the exit interview process will be kept confidential. No specific information that could possibly be traced to an ex-employee will be disseminated or discussed outside of the Personnel Committee. A copy of the exit interview report will be placed in the employee's personnel file.
5. The information received through the exit interview process will be analyzed regularly by the Personnel Committee to identify areas or determine trends that may need to be addressed by the School. Periodically, the Personnel Committee may share their analysis and recommendations with the Board of Directors and designated members of the School's staff. The analysis and review will include:

- a. appropriate statistical information regarding the number and distribution of employee departures during the preceding year and the employee's reasons for leaving;
- b. an analysis and discussion of any trends or common themes which are suggested by the exit interview feedback;
- c. a summary of any actions or interventions taken during the year on the basis of exit interview information; and
- d. any actions the Personnel Committee feels are required in order to address any concerns or opportunities which are identified through exit interview feedback.