

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

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Exit Interview

OVERVIEW: This policy describes the exit interview process.

SCOPE: This policy applies to all permanent employees of the Board of County Commissioners.

PROVISIONS:

1. **Responsibility.**
 - a. For classified employees, the department director is responsible for initiating the exit interview process.
 - b. The Employee Relations Manager will contact the department director if a separating employee has not submitted an exit interview form.
2. **Process.** Upon receipt of a letter of resignation, the supervisor will provide the employee with an exit interview form and schedule the exit interview with the Employee Relations Manager.
 - a. The completed exit interview form will be sent to the Employee Relations Manager in the Human Resources Office.
 - b. The exit interview form is part of the separation process and should be completed before the last day of employment.
3. **Exit Interview Report.** On a quarterly basis, the Employee Relations Manager will compile a report for the Administrating Official regarding employee separations and exit interviews.
 - a. The Employee Relations Manager should provide feedback regarding potential areas of concern.
 - b. Periodically each department director will review the feedback with the appropriate supervisors.
4. **Executive Service.** The Administrating Official will normally conduct an exit interview with separating Executive Service employees.