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REVISED:

Exit Interviews

Employees who resign or retire from the district are asked to complete an exit interview.

The purpose of the interview is for district administration to gain constructive feedback which may aid in efforts toward continuous quality improvement in managing the day-to-day and also long-term operations of the district.

Participation in the process, while strongly encouraged, remains optional on the part of the employee.

The exit interview procedure may, at the discretion of the administration, be waived when an employee resigns in lieu of facing Board termination proceedings.

The Superintendent shall develop procedures for the exit interview.

Employees who have indicated their intent to resign or retire are contacted by the Superintendent in advance of their effective termination date. The exit interview may be conducted in person, via teleconference, via email or through US Mail. Employees are encouraged to be honest, candid, and forthright in providing feedback, so that the information they provide about the district may be used toward continuous quality improvement.

The exit interview is typically conducted during the employee's last two (2) weeks of employment. The office of the Superintendent schedules the interview with the employee at a mutually convenient time.

Confidentiality and Dissemination

Employees are assured that their responses to the exit interview/survey will remain confidential, and will in no way affect their future job references, prospects for reemployment, or reputation in the school community.

Information obtained from the exit interviews and survey questionnaires will be compiled in an annual report to the Board. The Superintendent will disseminate and discuss the information with the appropriate administrators and supervisors.

Such records shall be retained confidentially and for official use only.