

Exit Interview Policy

Board Approved: June 20, 2013

Board Amended: April 16, 2015, July 23, 2015, July 27, 2017

Policy Number: 450

GENERAL STATEMENT OF POLICY

Upon termination of employment with Spectrum High School, whether voluntary or involuntary, all employees of Spectrum High School will have the opportunity to participate in an exit interview with Spectrum's Human Resources Designee.

The interview will be available to the employee within 10 business days from the date of resignation or the employee's last day of employment, whichever is later. If the employee chooses not to participate in an exit interview, they will be given the opportunity to complete the Exit Interview Form in writing to be submitted to the HR representative in a timely manner.

PURPOSE:

1. To determine the specific reason(s) the employee is leaving;
2. To provide an opportunity to review and improve employment practices (working conditions, job content, induction, training, etc.);
3. To strengthen and maintain good workplace relationships;
4. To enable the school to identify any trends requiring attention or any opportunities for improving the school's ability to respond to employee issues; and
5. To provide an opportunity to thank people for their valuable service.

The information from the exit interview will be analyzed annually by the Executive Director and HR representative to determine trends that may need to be addressed. Periodically, this information will be shared with designated members of the staff, management team, and/or the School Board, as deemed appropriate by the Executive Director.

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.