

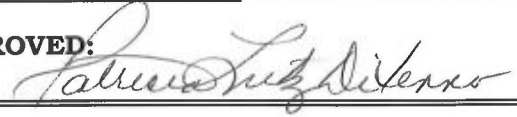
NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	2.07
PAGE	1 of 1
DATE	07/01/01

SUBJECT: VOLUNTARY EXIT INTERVIEWS

APPROVED:



OBJECTIVE: To establish a procedure to be followed for scheduling and conducting exit interviews with full-time, classified employees who voluntarily choose to sever their employment with New Castle County Government.

STATEMENT: Any full-time, classified employee of New Castle County Government who voluntarily severs his or her employment will be offered the opportunity to voluntarily participate in an exit interview. The purpose of the exit interview is to provide a mechanism for an employee to express his or her views regarding their employment experience with New Castle County. This information may be used to improve organizational practices, heighten morale, and reduce turnover resulting from job dissatisfaction.

REQUIRED ACTION: Once the Office of Human Resources receives a formal letter of resignation, a formal severance form, or any other formal notice of an employee's intent to leave County employment, that employee shall be contacted by a designee of the Office of Human Resources for the purpose of scheduling a date, time, and location for an exit interview. Participation by the employee is strictly voluntary.

1. The representative of the Office of Human Resources shall make sure that the employee is informed of the opportunity to participate in a confidential exit interview.
2. Attempts will be made to hold the meeting prior to the employee's last day of employment. If that is not possible, and the employee is willing to return at a later date, such a date and time will be scheduled; however, no compensation shall be provided to the employee.
3. The representative of the Office of Human Resources shall complete an exit interview form on each individual and notify the Chief Human Resources Officer of any issues which may need immediate attention. The Chief Human Resources Officer shall determine what, if any, action may be required.
4. Any paperwork documenting the exit interview shall be maintained separately from the employee's permanent personnel file.
5. Exit interviews shall not be conducted on any employee who is separated for disciplinary reasons.

REQUIRED ACTION: The staff representative of the Office of Human Resources charged with the responsibility of conducting exit interviews shall be responsible for the implementation and maintenance of this policy.

Established: 07/14/87
Revised: 07/01/97
Revised: 07/01/01