

OLDHAM COUNTY BOARD OF EDUCATION POLICY

EMPLOYEE EXIT INTERVIEW

5072

Relates to: Board Policy 5025, 5052, 5065, 5070

Relates to:5072F

Employees leaving the Oldham County public school district as a result of resignation, disability, termination, or retirement shall schedule an exit interview with their supervisor on or before their last day of employment. The purpose of the interview shall be to complete any necessary forms and to arrange for the return of Board property including but not limited to keys, cell phones, and identification badges. If the exit interview occurs on the employee's last day of employment items of Board property shall be collected during the interview. In the event that the interview takes place prior to the last day of employment the employee and the supervisor shall set a time and date for the return of Board property.

If an employee terminates his or her employment due to the employee's death or job abandonment (or disability that would prevent the employee from meeting with his or her supervisor), the employee's supervisor shall arrange a time and a place with the employee or the employee's family, as the case may be, to return any items of Board property in the employee's possession. The supervisor shall use his or her discretion when scheduling a meeting with the employee's family, or the employee, but shall attempt to meet within six weeks of the employee's last day of work.

Supervisors conducting exit interviews shall use the format specified in Administrative Regulation 5072AR.