

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 5222 P-1

EMPLOYEE EXIT INTERVIEW

A. Building Principal/Supervisor Responsibilities

1. Secure all checkout keys, etc. from employee
2. Inform employee they need to contact district office to complete final payroll, COBRA," etc.
3. Contact the assistant superintendent for educational services to determine if an exit interview is needed.
4. Set up meeting with payroll technician and exiting employee to cover medical/ dental continuation rights and other payroll items.
5. Contact personnel secretary to ensure letter of resignation is received and resignation acceptance letter is prepared, etc.
6. Inform business manager of employee separation to determine if security code changes are necessary.

B. Exit Interviews

When necessary, the assistant superintendent for educational services will arrange for an administrator to do an exit interview.

1. Make contact with exiting employee to confirm appointment.
2. Interview employee using the exit interview form (see attached).
3. Share important interview concepts with assistant superintendent for educational services.
6. Follow-up on recommendations/ concerns, if deemed necessary.

C. Personnel Secretary Responsibilities

1. Follow appropriate classified or certificated procedures as far as resignation.

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2. Prepare new position information and share pertinent information with assistant superintendent for educational services.

D. Payroll Accountant

1. Review with exiting employee continuation coverage rights and concerns and address any follow-up payment procedures, etc.
2. Process all paperwork and financial documents for final separation.

Implemented	03-07-90
Revised	05-19-97