

4117.6

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

A. Permanent Personnel

(7) Separation/Disciplinary Action

(i) Exit Interviews

It is the policy of the Board of Education to request all certified ~~and non-certified~~ personnel ~~terminating-separating~~ employment with the district to participate in an exit interview. The district endorses the concept of exit interviews and believes valuable information can be gathered to benefit employees and the district. Such interviews provide an opportunity to solicit employees' comments and concerns about their work experience in Suffield and their reasons for leaving. In addition, the exit interview will be combined with the return of any district property.

A representative from the Human Resources Department Administrators and District-wide Directors in charge of district employees shall conduct exit interviews with all faculty and staff who leave the district. To the extent possible, statements made by the employee will be confidential unless waived by the employee. Employees may request an additional interview with the Superintendent and/or other administrators responsible for their supervision. Administrators leaving the district may request an additional interview with the Board of Education subject to all regulations governing executive session. The Superintendent will annually provide the Board of Education with a summary presentation of the ~~of the~~ information obtained from the exit interviews.

4217.6

Series 4000 – Personnel – Certified & Non-Certified

2. Non-Certified Personnel

A. Permanent Personnel

(7) Separation/Disciplinary Action

(e) Exit Interviews

It is the policy of the Board of Education to request all ~~certified and~~ non-certified personnel ~~terminating-separating~~ employment with the district to participate in an exit interview. The district endorses the concept of exit interviews and believes valuable information can be gathered to benefit employees and the district. Such interviews provide an opportunity to solicit employees' comments and concerns about their work experience in Suffield and their reasons for leaving. In addition, the exit interview will be combined with the return of any district property.

~~Administrators and District-wide Directors~~ Our Human Resources Specialist is in charge of district employees shall conduct exit interviews with all faculty and staff who leave the district. To the extent possible, statements made by the employee will be confidential unless waived by the employee. Employees may request an additional interview with the Superintendent and/or other administrators responsible for their supervision. Administrators leaving the district may request an additional interview with the Board of Education subject to all regulations governing executive session. The Superintendent will annually provide the Board of Education with a summary presentation of the information obtained from the exit interviews.

Policy adopted: April 16, 2018
Suffield, Connecticut

SUFFIELD PUBLIC SCHOOLS