

EXIT INTERVIEW

The District recognizes the importance of promoting and maintaining personnel practices that foster constructive employee feedback and suggestions. To further the above goal, the Business Manager will develop and implement a procedure to conduct exit interviews with employees who leave the employment of the District. The Business Manager will initiate the exit interview and completed interviews will be placed in the personnel file of the person leaving the District. The Business Manager will also develop and implement an Exit Interview Questionnaire that will be administered to the employee. The completed survey will also be saved in the personnel file of the employee. Exit interviews involving employees who are involuntarily terminated by the District shall not be conducted.

Purpose

The purpose of this policy is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment; to enable the District to identify any trends requiring attention or any opportunities for improving the District's ability to respond to employee issues; and to allow the District to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

Scope

This policy applies to all employees including employees taking early retirement and voluntary severance. Exceptions include temporary or contract employees and employees discharged for cause.

The Business Manager shall conduct exit interviews with employees, once the employee-confirmed departure date has been received.

Exit Interview Procedures

The Business Manager shall contact the employee in writing, inviting them to attend an exit interview at a mutually convenient time. The exit interview should take place face-to-face and as soon as reasonably possible after the confirmed leaving date has been received. The employee will be provided an Exit Interview Questionnaire to complete in advance of the exit interview. If an employee chooses not to participate in an exit interview, they will be encouraged to still complete an Exit Interview Questionnaire.

Voluntary Participation and Confidentiality

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, they will be encouraged to be honest, candid, and constructive in their responses.

The information received through Exit Interviews is generally not confidential and may be considered open records subject to open records requests under North Dakota law. The District shall be thoughtful and discreet in collecting and sharing data and information from an employee's exit interview.

Reporting

The information will be analyzed regularly by administration to identify areas or determine trends that may need to be addressed. The Administrator shall share their analysis and recommendations with the Board at least annually.

The analysis and review will include:

1. Appropriate statistical information regarding the number and distribution of employee departures during the preceding year and their reasons for leaving;
2. An analysis and discussion of any trends or common themes which are suggested by the exit interview feedback;
3. A summary of any actions or interventions taken during the year on the basis of exit interview information; and
4. Any actions the District feels are required in order to address any concerns or opportunities which are identified through exit interview feedback.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DKBA, Separation of At-Will Employees
- DKBB, Contracted Staff Resignation & Request for Release from Contract
- DKDA, Early Retirement
- DKEA-E, Exit Interview Questionnaire

End of Yellowstone Policy DKEA..... Adopted: 2/19/24