

POLICY

All employees separating from the District will be offered the opportunity to voluntarily participate in an exit interview.

RESPONSIBILITY

The **Personnel Officer** and **District President** or their designee is responsible for conducting exit interviews and informing the appropriate parties of summary results.

PRACTICES

1. The Personnel Officer will inform separating employees of their opportunity to voluntarily participate in an exit interview.
2. The Personnel Officer will attempt to schedule the exit interview as close as possible to the employee's final departure date. If the exit interview is unable to be conducted in person, it can be conducted by telephone or in writing via e-mail or written correspondence.
3. The exit interview will be conducted for the purpose of gathering information in the following areas:
 - a. Working Conditions;
 - b. Benefits;
 - c. Reasons for Leaving (if voluntary termination);
 - d. Suggestions for Improvement; and
 - e. Workplace Wrongdoing, if any.
4. The Personnel Officer will inform the Board of Directors, the District Manager, and the Fire Chief in March of each year, (or more often depending on turnover), the summary results of the exit interviews.
5. Unless the information gathered in the interview reveals serious misconduct, names of exiting employees interviewed will not be released. The Personnel Officer and District President or their designee will investigate any allegations of serious misconduct to ensure appropriate action is taken.

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6. Retaliation by any District employee against another employee for making a complaint of workplace wrongdoing or for participating in an investigation of workplace wrongdoing will not be tolerated.

RELATED POLICIES

Prohibited Employment Practices 266
Separation 272

REVISION HISTORY

Revision Date	Author	Revision Details
May 13, 2021	Monte Olsen	Initial version