

EMPLOYEE EXIT INTERVIEWS AND RECOGNITION

Employees sever employment with the School District for a variety of reasons. Departing employees can provide information which may enhance the effectiveness of the district in facilitating its mission.

Administrative and supervisory staff shall conduct a face-to-face interview and/or use a written survey questionnaire with each departing employee. The information acquired shall be shared appropriately.

Appropriate recognition shall be given each departing employee.

APPROVED: November 1, 1999