

**Town of Mashpee
Board of Selectmen**

Policy No: 47

Exit Interview Policy

PURPOSE

The purpose of this policy is to provide a structure through an Exit Interview that enables the Town to elicit valuable information regarding the experience of the employees who are leaving the Town, and to identify reasons why employment is being terminated with a view to improving the municipal work environment.

POLICY

It is the policy of the Town of Mashpee to ensure that exit interviews and/or exit questionnaires are completed by employees who are leaving the employment of the municipality.

GUIDELINES

All employees who terminate employment with the Town of Mashpee are asked to give, in writing, a reasonable notification of their plans. Two weeks' notice is standard; however, Department Heads are asked to give at least one-month notice.

All employees are asked to complete an Exit Interview. The Human Resources Director will conduct these interviews. The exit interview can be conducted in a number of ways: face-to-face, over the telephone, via email or via a questionnaire. Preference should be given to obtaining the information via an interview.

Within the exit questionnaire, there are questions relating to various aspects of the employment relationship. The information received will be passed to the Board of Selectmen/Town Manager/Appointing Authority.

RESPONSIBILITIES

It is the responsibility of the employee's immediate supervisor to inform the Board of Selectmen, Town Manager and/or Appointing Authority, and the Human Resources Department of the date of termination.

Upon being informed that an employee is terminating employment, the Department Head and/or Designee should meet with the employee and complete the departmental portion of the attached Employee Exit Checklist which lists the return of property belonging to the Town such as keys, cellular phones, computer information, uniforms, etc. This form shall be initiated by the Department Head and employee, and then forwarded by the Department Head to the Human Resources Department prior to the Exit Interview. Failure to return Town property will be dealt with on an individual basis.

The balance of any unused time (i.e. vacation) to be paid to the employee should be verified so that steps can be taken to remove the individual from Payroll.

The interview with the Human Resources Director will also cover the issuance of the last paycheck and the status of insurance, retirement, and other benefits upon termination.

There are some instances where the need for an Exit Interview can be easily overlooked. Managers will need to be vigilant to ensure these instances are kept to a minimum, and the opportunity to gain valuable information is not missed. Some examples of instances where people leaving the Town might slip through are: early retirement, employees leaving after maternity leave, poor health.

***Adopted by the
Mashpee Board of Selectmen
February 27, 2006
Amended July 12, 2010***