

**Series:** HR- Personnel Records      **COA:** HR 7.05  
**CFOP:** NA

**Procedure Name:** Employee Exit Interviews  
**Procedure Number:** HR – 2315  
**Revision #/Date:** 1/09  
**Effective Date:** 9/04

**Applicable to:** All CBCB Staff

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**SUBJECT:** EMPLOYEE EXIT INTERVIEWS

**PURPOSE:** To obtain information from an employee who has decided to separate employment with CBC of Brevard. To provide the departing employee an opportunity to express feedback, either positive or negative, that they may have about the Agency, their work experience and reasons for leaving and to offer suggestions for improving the work experience. The information will be evaluated for trends and to determine if and where opportunities exist for improving the Agency in the areas identified based on multiple responses.

**PROCEDURE:**

**References**

(to be added as applicable)

1. Every employee who resigns from CBC of Brevard will be given an opportunity to participate in an exit interview. Employees are encouraged to participate but it is not mandatory.
2. The Chief Personnel & Administrative Officer will schedule this meeting with the separating employee. This meeting will take place with the employee and Chief Personnel & Administrative Officer shortly prior to or on the last day of employment.
3. Prior to the meeting the employee will be given an explanation of why the exit interview is being conducted and how the information provided will be used to address concerns expressed about the work environment.
4. Prior to the meeting the employee will be provided with an exit interview form to complete and bring to the meeting for discussion. The employee will also be asked to bring to the meeting all company property (unless other arrangements for the computer have been made), building keys, identification badges, insurance cards, etc. The employee will also be requested to bring the final signed timesheet to the meeting depending on the pay cycle and the employee's last day of employment.
5. The employee will be asked to comment on specific areas of concern noted on the exit interview form and what suggestions the employee may have, if any that would improve the work environment.

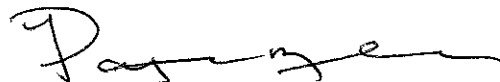
## Community Based Care of Brevard, Inc. Policy and Procedure Manual

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6. The employee will be encouraged to offer suggestions, provide examples of their concerns and share whatever feedback about the Agency they choose.
7. The Chief Personnel & Administrative Officer will review the final separation paperwork with the employee. This will include the identification of the last day of work, when final wages will be paid, what, if any, PTO hours will be paid and a determination from the employee on how final wages should be paid (live check or direct deposit).
8. The Chief Personnel & Administrative Officer will also explain the impact of the separation on the health benefits (if applicable) and will provide information about coverage termination, COBRA election notice requirements and deadlines in order to be eligible to enroll in COBRA continuation coverage. COBRA election notices are mailed to the employee home address.
9. At the conclusion of the Exit Interview, employees will be offered the opportunity to review their employee file.
10. The exit interview forms are maintained by the Chief Personnel & Administrative Officer who will perform an analysis of the information and provide a summary to the Chief Executive Officer on the trends determined by the analysis.
11. This information will then be shared with the Strategy team on a quarterly basis (if sufficient responses exist) in order to discuss the results and determine what steps and/or actions may be taken to address areas of improvement.

ATTACHMENT: Exit Interview Form

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 3/5/09