

PROCEDURE

Series:	HR-Human Resources	COA: HR 5, HR.3.05, 7.05
		CFOP:
Procedure Name:	Employee Exit Interviews	
Procedure Number:	HR 2315	
Reviewed Date:	1/18/13, 12/1/15	
Revised #/Date	01/09 (2) 08/11/14 (3) 5/1/19	
Effective Date:	09/04	
Applicable to:	All BFP Family of Agencies (FOA) Staff	

PURPOSE:

To obtain information from an employee who has decided to separate employment with the BFP FOA. 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.

References:

PROCEDURE:

1. Every employee who resigns from the BFP FOA will be given an opportunity to participate in an exit interview. Employees are encouraged to participate but it is not mandatory.
2. The Human Resources Manager will schedule this meeting with the separating employee. This meeting will take place with the employee and Human Resources Manager 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 review and bring to the meeting for discussion. The employee may 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 complete the final timesheet 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.
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 Human Resources Manager 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 Human Resources Manager 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's home address.
9. The exit interview forms are maintained by the Human Resources Manager who may, if necessary, provides a summary to the Chief Executive Officer or designee based on any substantial information acquired during the exit interview.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

MR. PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: [1/22/2020](#)