

Policy Title: : Draft Exit Interview Policy

Date Created: 2.5.09

Review Date:

Policy Number: HR-2

Body of Origin: HR Committee

Review Authority: HR Committee

Purpose:

We seek to strengthen our community and our service to our children by examining our processes and policies and our conduct to learn how we might improve. We seek to maintain healthy and respectful relationships with our employees.

Policy Details:

Exit interviews are given to all employees who leave employment at TRWS. Exit interviews are distributed by the HR Committee within the month in which the committee receives notification that the employee is no longer with TRWS. These interviews are returned to either the faculty representative of the HR committee or to one of the non-employee members of the HR committee, or to the Council. These interviews are reviewed in their entirety by all members of the HR committee and by the Council as necessary. The committee and or Council then directs action items, excerpted from the whole document, to the appropriate bodies within the community. A summary of all action items and concerns is given yearly to the board in July. No names are attached to the action items or summaries.

This information shared in the exit interviews is confidential within the Council and HR Committee and those surveyed are assured of the confidentiality of their responses.

Related Policies and References: Employee Exit Interview Form (HR Form-1)