

Exit Interview Policy

EXIT INTERVIEW POLICY

The purpose of this policy is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment; to enable the company to identify any trends requiring attention or any opportunities for improving the company's ability to respond to employee issues; and to allow the company to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

This policy covers the procedures to be adopted when members of the company leave employment for whatever reason.

SCOPE:

This policy applies to all employees including employees taking early retirement and voluntary severance. Exceptions include temporary or contract employees and employees discharged for cause.

The Town Manager will conduct exit interviews with employees, once the employee-confirmed departure date has been received.

PROCEDURE:

The Town Manager will contact the employee in writing, inviting him/her to attend an exit interview at a mutually convenient time. The exit interview should take place as soon as possible after the confirmed leaving date has been received.

The employee will be asked a standard set of questions and given a chance to discuss any concerns of information they feel would be beneficial for the company to know about their employment experience at the company.

If an employee chooses not to participate in an exit interview, he/she will be encouraged to complete an Exit Interview Questionnaire.

VOLUNTARY PARTICIPATION AND CONFIDENTIALITY:

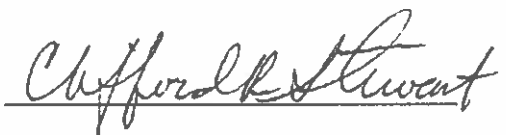
Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and constructive in their responses.


The information received through Exit Interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.

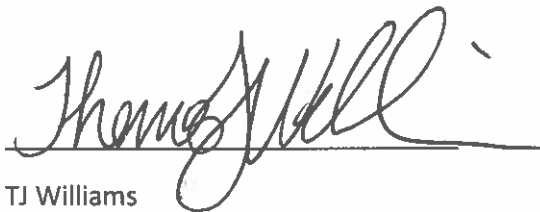
REPORTING:

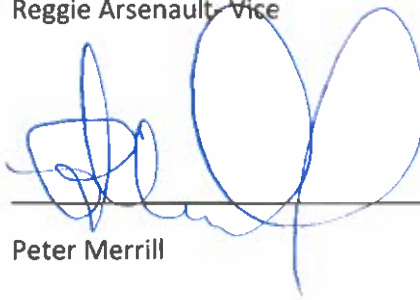
The information will be analyzed regularly by the Town Manager to identify areas or determine trends that may need to be addressed. Periodically, the Town Manager will share their analysis and recommendations with the Board of Selectmen.

Date


Cliff Stewart- Chair


Reggie Arsenault- Vice


TJ Williams


Peter Merrill

Richie Philbrick