

Village of Ashville 📑



P.O. Box 195 200 East Station Street Ashville, OH 43103 Office: 740/983-6367 ● Fax: 740/983-4703

| POLICY AND PROCEDURE STATEMENT                |   |                |                        |                    |  |  |
|---|---|----------------|------------------------|--------------------|--|--|
| Subject                                       | Page 1 of 5   | DATE EFFECTIVE |                        |                    |  |  |
| Exit Interview                                |   | March 1, 20    | 19                     |                    |  |  |
| SECTION/POLICY NO.                            | APPROVED BY   | SUPERSEDES     |                        |                    |  |  |
| 7.01  | MAYOR DI DAL  | New            |                        |                    |  |  |
| Prepared By                                   | Franklin ath  | APPROVAL DATE  | ISSUE DATE             | <b>REVIEW DATE</b> |  |  |
| Village Administrator & Personnel<br>Director | VILLAGE ADMINISTRATOR<br>PERSONNEL/BENEFITS COMMITTEE | 2/20/2019      | 3/1/2019               |                    |  |  |
| Reference                                     | REVIEW APPROVED BY                                    | DISTRIBUTIO    | n List                 |                    |  |  |
|   |   |                | yor <b>, C</b> ouncil, |                    |  |  |
|   | Personnel Director                                    | TREASURER, A   | nd Village Em          | PLOYEES            |  |  |

## **SCOPE**

I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

### POLICY:

I. The policy is to have in place a formal process to gain information from staff that voluntarily leave the organization.

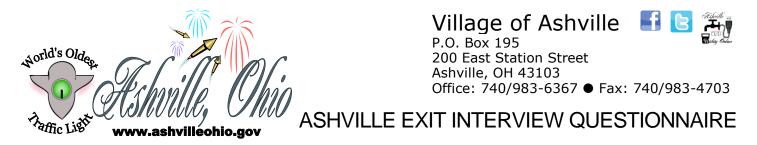
#### **PURPOSE:**

- I. To have processes in place to gain information from staff leaving Village employment.
- II. To have standards that meet federal, state and local legal requirements.

#### **PROCEDURE:**

- 1. The exit interview is an opportunity for the employee to offer constructive criticism and insights to the Appointing Authority, Personnel Director, or designee regarding the operation of the Village.
- 2. The Appointing Authority, Personnel Director, or designee shall:
  - Attempt to discover any previously unknown causes of the termination, the knowledge of which could prevent the recurrence of such action in the future.
  - Learn of any grievances or specific problems so that the Appointing Authority or designee can investigate possible solutions.
  - Determine what final compensation and benefits the terminated employee is scheduled to receive.
  - Determine the employee's availability for future employment with the Village, should his/her performance level warrant reinstatement or re-employment.
  - Verify the employee's correct address for mailing Internal Revenue Service Form W-2.
- 3. The Appointing Authority, Personnel Director, or designee should commit his/her results to writing in order to maintain a written record or areas discussed, items for further investigation, etc. The Appointing Authority, Personnel Director, or designee should sign, date and retain the report in the employee's closed personnel file for future reference, if necessary.

Ashville's Personnel Policy and Procedure Manual



We would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. Your individual responses are treated as confidential, and will not become part of your personnel file.

We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

| Name       | Employment Date  |
|------------|------------------|
| Department | Termination Date |
| Position   | Manager          |

What prompted you to seek alternative employment?

| [] Type of Work               | [] Quality of Supervision         |
|-------------------------------|-----------------------------------|
| [] Compensation               | [] Work Conditions                |
| [] Lack of Recognition        | [] Family Circumstances           |
| [] Village Culture            | [] Career Advancement Opportunity |
| [] Business/Product Direction | [] Other:                         |

#### Ashville's Personnel Policy and Procedure Manual

Before making your decision to leave, did you investigate other options that would enable you to stay? [] Yes [] No If "yes", describe:\_\_\_\_\_

What did you think of your supervision in regard to the following?

|                                       | Almost Always | Sometimes | Never | Comments |
|---------------------------------------|---------------|-----------|-------|----------|
| Demonstrated fair and equal treatment |               |           |       |          |
| Provided recognition on the job       |               |           |       |          |
| Developed cooperation and teamwork    |               |           |       |          |
| Encouraged/listened to suggestions    |               |           |       |          |
| Resolved complaints and problems      |               |           |       |          |
| Followed policies and practices       |               |           |       |          |

How would you rate the following in relation to your job?

|  | Excellent | Good | Fair | Poor | Comments |
|--|-----------|------|------|------|----------|
| Cooperation within your department           |           |      |      |      |          |
| Cooperation with other departments           |           |      |      |      |          |
| Communications in your department            |           |      |      |      |          |
| Communications within the Village as a whole |           |      |      |      |          |
| Communications between you and your manager  |           |      |      |      |          |
| Morale in your department                    |           |      |      |      |          |
| Job Satisfaction                             |           |      |      |      |          |
| Training you received                        |           |      |      |      |          |

| Growth Potential |  |  |  |  |  |
|------------------|--|--|--|--|--|
|------------------|--|--|--|--|--|

Was your workload usually:

- [] Too great
- [] Varied, but all right
- [] About right
- [] Too light

# How did you feel about your salary and the employee benefits?

|                | Excellent | Good | Fair | Poor | Comments |
|----------------|-----------|------|------|------|----------|
| Base Salary    |           |      |      |      |          |
| Medical Plan   |           |      |      |      |          |
| Dental Plan    |           |      |      |      |          |
| Vision Plan    |           |      |      |      |          |
| Life Insurance |           |      |      |      |          |
| Vacation Time  |           |      |      |      |          |
| Illness Time   |           |      |      |      |          |
| Personal Time  |           |      |      |      |          |
| OPERS          |           |      |      |      |          |
| Other          |           |      |      |      |          |

Are there any other benefits you feel should have been offered?

[]Yes []No

If "Yes", what?\_\_\_\_\_

Any other comments on benefits?

How frequently did you get performance feedback?\_\_\_\_\_

What were your feelings about the performance review process?\_\_\_\_\_

How frequently did you have discussions with your manager about your career goals?

What did you like most about your job and/or this Village?

What did you like least about your job and/or this Village?

What does your new job offer that your job with this Village does not?

Why is the new job/Village better?\_\_\_\_\_

Do you have any suggestions for improvement? Have you raised them in the past? \_\_\_\_

Would you recommend this Village to a friend as a place to work?[] Yes, without reservations[] Yes, with reservations[] NoAdditional comments about your job or this Village