

Council Policy 2021-002

Subject: Exit Interviews

BACKGROUND: Exit interviews can be a great way to gather useful information on how an organization can better function in the future or how to reshape the position that is being vacated. When conducting the interview like an open-ended conversation, the interviewer may discover something about the position, management, or Village operations that can be corrected.

PURPOSE: To establish procedures by which the Village gather useful information from departing employees regarding the position they held as well as Village operations.

POLICY: It is the policy of the Village of Ontonagon that all employees of the Village of Ontonagon shall be provided the opportunity to engage in an exit interview prior to the last day of their employment.

PROCEDURE:

This policy covers both hourly and salaried employees as well as full-time employees, part-time employees, temporary employees, student trainees, and grant-funded staff.

At the Exit Interview meeting, a Council approved 'Exit Interview form' will be utilized.

Salaried employees will be interviewed by the Personnel Committee of the Village Council. Hourly employees will be interviewed by the Village Manager. At the discretion of the Village Council, member of the Village Council may be present at the Exit Interview of an hourly employee.

In the event an employee declines to participate in an Exit Interview, the employee shall put a statement indicating same on the form which will indicate they were aware of the opportunity for an interview and they declined.

Exit Interview forms will be placed in the employee's personnel file.