



# Policy Manual

<b>Title:</b> Employee Separation and Exit Interview	<b>6Hx2-3.13</b>
<b>Legal Authority:</b> Fla. Stat §1001.65 Bd. Ed. Rule 6A-14.029 <b>Number:</b>	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

While Broward College (the “College”) understands that employee turnover is a natural occurrence, comprehensive retention methods are utilized at all stages of employment to assist the College in improving the work environment, climate and culture. However, when an employee separates through retirement, resignation, termination, expiration of contract or any other reason, the following policy regarding employee separation/leave clearance forms and exit interviews will be followed.

## THE POLICY and THE STAFF.

The supervisor through the Vice President/Provost of the area has the responsibility of notifying the Division of Human Resources and Equity of an employee’s separation prior to the date of separation.

### Separation/Leave Clearance

An employee separating from employment with the College is responsible for returning all of the College’s property issued to the employee and for completing the Separation/Leave Clearance form provided to the employee prior to the employee’s separation date of employment. The form should be provided to the employee. If the form is not provided to the employee, the employee should request the Separation/Leave Clearance form to complete. The completed form and property should be returned to the supervisor. The supervisor should verify the return of all property in working order and reflect that on the Separation/Leave Clearance form. This form should then be forwarded to the Division of Human Resources and Equity with the separation PR upon notification of the employees’ separation and prior to the employees’ last day on the job. Employees with outstanding debts will be required to repay those debts, as permitted under the law. As determined through the Separation/Leave Clearance Form, failure to return College property or repay outstanding debts will make employees ineligible for rehire by the College.

### Exit Interviews

The College considers its faculty and staff as its most valued resource. As stated in the College’s Policy 6Hx2-2.15, *Equal Opportunity*, the College emphasizes the importance of the values of respect, equality and dignity within the workplace. The College utilizes exit interviews to collect qualitative information from departing employees for this purpose. The Equity and Inclusion Unit in Human Resources is responsible for conducting the exit interview. The Equity and Inclusion Unit will use exit interviews to collect data, analyze and report findings and trends, and make recommendations for improvement within the College.

**History:** Issued May 21, 1997, revised as policy October 11, 2007, revised May 25, 2010

<b>Approved by the Board of Trustees</b>	<b>Date</b> 5/25/10	<b>President’s Signature</b> 	<b>Date</b> 5/25/10
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## IMPLEMENTATION and OVERSIGHT.

The President has the authority to issue procedures concerning this policy. The Campus administration in conjunction with the Vice President for Human Resources and Equity and his or her designee has responsibility for the implementation of this policy.

## VIOLATION OF POLICY.

Policy violations shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee. Policy violations will result in appropriate disciplinary action up to and including termination. Final paychecks of separating employees may be withheld if property is not returned. Prior to withholding of pay, approval must be obtained from the Division of Human Resources and Equity and the Legal Department.

## DEFINITIONS

- a. **Separation/Leave Clearance Form** – Form to be completed by the exiting employee which certifies return of all property, including, but not limited to procurement cards, keys, laptop computers, and College ID. This form is to be signed by the Supervisor and forwarded to Human Resources with the final PR, upon notification of the employees’ separation and prior to the employees’ last day on the job.
- b. **Exit Interview** – This is a confidential interview between a departing employee and Employee Relations/Equity unit which collects qualitative data to be used in the aggregate for purposes of making recommendations for improvement.

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