



Broward
Community
College

Policy

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

While the Broward Community 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.

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. 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 and reflect that on the Separation/Leave Clearance form and forward the form to the Human Resources Department. 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.

[Link to Procedure A6Hx2-3.13](#)

History: Issued on May 21, 1997, revised on October 11, 2007

Approved by the Board of Trustees	Date 10/11/07	President’s Signature 	Date 10/11/07
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