



Broward
Community
College

Procedure

Title: Employee Separation and Exit Interview	Number: A6Hx2-3.13
Legal Authority: Fla. Stat. §1001.64.	Page: 1 of 2

In order to enhance its employment practices and continue to make Broward Community College (the “College”) a premier place of employment, the Vice President of Human Resources and Equity is responsible for overseeing the exit interview process for all full-time regular employees who have resigned from the College.

Exit Interview Procedure:

The Equity and Inclusion Unit in Human Resources will schedule an appointment with the departing full-time regular employee for an exit interview. Alternatively, the employee may complete the *exit interview questionnaire* and mail it to the Equity and Inclusion Unit. All responses will be treated confidentially and will be used to gather information to improve retention at the College.

Responsibilities of the Equity and Inclusion Office in Human Resources: The Equity and Inclusion Unit in Human Resources is responsible for conducting the exit interview. The Equity and Inclusion Office will use exit interviews to collect data, analyze and report findings and trends, and make recommendations for improvement within the College. Human Resources is available to explain to the departing full-time employee all of the College’s policies related to the employee’s continued benefits coverage, eligibility for unemployment compensation benefits, payments of any accrued leave benefits, and retirement benefits, if applicable.

Separation/Leave Clearance Form Procedure:

Employee’s Responsibilities: The employee is responsible for submitting the completed Separation/Leave Clearance form and returning the College’s property to their direct supervisor.

Supervisor’s Responsibilities: The supervisor is responsible for submitting the appropriate separation paperwork. This includes verifying and returning the Separation/Leave Clearance form. Copies of these forms should be sent to the Human Resources Department.

History: Issued October 11, 2007

Approved by the Board of Trustees	Date 10/11/07	President’s Signature 	Date 10/11/07
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District Administration Responsibilities: The Administration is responsible for ensuring all supervisors and employees are aware of and understand the process, that it is implemented, and that the information obtained through the process will only be used to create measurable retention and performance improvement for the college.

[Link to Policy 6Hx2-2.13](#)

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