



Broward
Community
College

Policy

Final Revision: 10-3-07 by EC

Title: Employee Separation and Exit Interview (REVIEWED AND REVISED BY GRAYROBINSON AND REVIEWED WITH HR, 9/17/07)	Number: 6Hx2-3.13
Legal Authority: <i>Fla. Statutes 240.319 (2) Fla. Stat §1001.65 Bd. Ed. Rule 6A-14.029</i>	Page: 1 of 2

~~Employees who separate from the College shall be interviewed or surveyed by their immediate Supervisors prior to their last day of employment for the purpose of determining the reason for such separation and retrieving College property. The College encourages the employee to voluntarily satisfy any outstanding debts and to return any keys, credit cards, books, equipment, or other College property prior to final payment of compensation during the interview. A written record of the exit interview shall be placed in the employee's personnel file.~~

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 on or near 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 Office of Human Resources. Employees with outstanding debts will be required to repay those debts, as permitted under the law.

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 Unit in Human Resources is responsible for conducting the exit interview. The Equity Unit will use exit interviews to collect data, analyze and report findings and trends, and make recommendations for improvement within the College.

History: Issued on May 21, 1997

AGENDA ITEM IV

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Approved by the
Board of Trustees

Date
05/21/97

President's Signature

ENCLOSURE b

Date
05/21/97