

Procedure Manual



Title: Employee Separation and Exit Interview	Number: A6Hx2-3.13
Policy Number: 6Hx2-3.13	Page: 1 of 1

In order to enhance its employment practices and continue to make Broward College (the “College”) a premier place of employment, the Associate 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 Employee Relations 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 Employee Relations Unit. All responses will be treated confidentially and will be used to gather information to improve retention at the College.

Responsibilities of the Employee Relations Unit in Human Resources: The Employee Relations Unit in Human Resources is responsible for conducting the exit interview. Human Resources 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 insuring that the top of the form (identifying information) is filled out and emailed to the Employee Relations Unit of Human Resources as soon as possible but not more than 48 hours from when he or she is first aware that an employee will be ending employment with the College. The immediate supervisor is then responsible to facilitate the return of all College property. The completed and signed clearance form should be attached to the Personnel Recommendation for signatures and forwarded to the Records Unit of Human Resources.

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.

Recommending Officer’s Signature:	Date: 9/25/12	President’s Signature: 	Date: 9/25/12
--	-------------------------	-----------------------------------	-------------------------