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Employment Exit Interviews

1653 Employment Exit Interviews

The Board of Education strives to make employment in the school district professionally and personally rewarding to all school district staff members. To assist the Board of Education in providing a positive workplace environment for all staff members, the Board of Education authorizes the Superintendent to establish an exit interview process for school district staff members who have submitted a resignation or retirement notice to the school district or to a staff member that has been terminated.

The input received during an exit interview can provide information regarding the reason for a staff member's departure, can provide an opportunity for the transfer of knowledge and experience from the departing staff member to a successor or replacement, and/or can provide the departing employee an opportunity to suggest workplace improvements that could benefit employment within the school district. An exit interview process can be beneficial to the departing staff member to provide constructive feedback and to leave their employment in the school district with a positive note with good relations and mutual respect.

The Superintendent or designee shall be responsible to establish and coordinate the exit interview process. A departing staff member may be requested to complete an exit interview survey or to attend an exit employment meeting with the Superintendent and/or designee after notice of their leaving the employment of the school district and prior to the staff member's last day of work within the school district. The departing staff member shall be encouraged to participate in the exit interview process, but is not required to participate in the process. The departing staff member may bring a representative of their choice to an exit employment meeting.

The Superintendent or designee will keep confidential the name of any departing staff member that completed an exit interview survey and/or that provided information during an exit employment meeting. The Superintendent or designee will compile information obtained during the exit interview process and maintain such information by job category of each departing staff member. This compilation will only reference the employment category of the staff member and shall identify the name of the staff member that provided such information.



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The Superintendent shall annually report to the Board of Education a summary of the compiled exit interview information with recommendations to address concerning employment related issues in the school district identified during the exit interview process.

Any exit interview surveys or exit employment meeting notes or documentation shall be maintained by the Superintendent or designee in a confidential file separate from the departing staff member's personnel file and shall be destroyed in accordance with the requirements of the New Jersey Division of Archives and Records Management - Records Retention and Disposition Schedule.

Adopted:

