



EXIT INTERVIEW

PM-14-24

Section: 14-00, EMPLOYMENT

PURPOSE AND SCOPE

The Exit Interview Program is designed as a uniform procedure to obtain information to reduce employee turnover; to provide better selection of employees; to improve working conditions; to assist the employee in final payment of accrued leave; to monitor the Unemployment Compensation Program; and in terms of public relations, to retain the support of the employee/taxpayer after the employee has separated from City employment. In addition to understanding why the employee is separating from City employment, the Exit Interview assists the City in determining that all City Property assigned to the employee has been returned in good order, and that all financial matters have been settled before the employee is finally separated from the City's payroll.

POLICY

When a regular, full-time employee of City of Memphis Government, with the exception of an appointed employee, separates from the City's payroll, regardless of the reason for separation, the Division of Human Resources will conduct an exit interview.

The Human Resources Director for City of Memphis Government or designee is charged with the design and implementation of the Exit Interview Program for all City Divisions. The Exit Interview Program plan, as well as a copy of any forms used during exit interviews, will be on file in Human Resources, which is charged with the maintenance of the Exit Interview Program. Human Resources will conduct exit interviews regularly. When deemed necessary, Human Resources may mail a written questionnaire in lieu of a personal interview. It is mandatory that employee's Division utilize the Separation from Payroll form as notice that an employee is separating from City employment immediately upon that Division's knowledge that the employee is leaving City Government. The form shall be filled out accurately and completely and sent to the Human Resources Division. The employee's Division will inform the separating employee how to contact Human Resources to schedule the appointment for an exit interview. Upon completion of the exit interview, Human Resources will notify the employee's Division that the employee's exit interview has been concluded. It is also the responsibility of Human Resources to forward to the Compensation/Data Management Service Center, Division of Human Resources, a form statement that the exit interview has been completed. The filing of any subsequent data reports required by the Director of Human Resources shall be the responsibility of Human Resources.