

# 3.16 Resignation and Exit Interview

## **Purpose:**

McPherson College supports positive employment relationships and working environments. The exit interview is an important learning tool used to gather facts and information pertaining to the work experience. The exit interview provides the opportunity to gather data to improve working conditions, explain the separation process, answer questions the employee may have concerning the separation process, and ensure an organized process for non-returning employees to complete all College obligations.

## **Policy:**

McPherson College views an employee's resignation as a voluntary termination. Staff are encouraged to provide their supervisor, in writing, with at least two weeks' notice of intention to resign by submitting a written resignation notice. Any paid time days such as vacation or sick cannot be included in the notice period unless it is a college wide paid holiday.

Upon receipt of resignation an exit interview will be scheduled with human resources to discuss the employee's perceptions of the College as an employer, to determine the reasons for termination, to discuss COBRA health care continuation options, and to answer the non-returning employee's questions. All non-returning employees must return College owned property and assets provided to employees for utilization in the performance of their position.

## **Procedure:**

1. All non-returning employees must provide their immediate

supervisor a written statement outlining their intention regarding termination or vacating a position. The Human Resources department will notify Computer Services and Facility Management

2. The supervisor is responsible for notifying the Human Resources department as soon as he/she is advised that an employee is leaving the employment of the College. The Human Resource department will begin a "Termination Checklist."
3. An exit interview questionnaire will be distributed to the terminating employee by the Human Resources department.
4. The Human Resources department will also schedule and conduct a meeting with the terminating employee to discuss the interview questionnaire, return College property, discuss COBRA health care continuation rights (where applicable), and complete the "termination checklist."

Items which must be accounted for include but are not limited to:

Keys

Credit Cards

ID Card

Books/Supplies

Equipment

Computer

Pager

A fee may be deducted from the employee's last payroll check in the event that College keys, credit cards, etc. are not returned if employee has signed the deduction understanding.