

# **Personnel**

## **Certified Personnel**

### **Exit Interviews**

**4117.6**

It is the policy of the Board of Education to ask all certified and non-certified personnel terminating employment with the district to participate in an exit interview. The District endorses the concept of exit interviews and believes valuable information can be gathered to benefit employees and the district. Such interviews provide an opportunity to solicit employees' comments and concerns about their work experience in Vernon and their reasons for leaving. In addition, the exit interview provides the opportunity to discuss the continuation of insurance coverage, as allowed by law, to obtain a forwarding address, and to secure the return of district property.

The employee leaving the district may request to meet with any supervisor or administrator for this exit interview. To the extent possible, statements made by the employee will be confidential unless waived by the employee. Administrators leaving the district may request an exit interview with the Board of Education subject to all regulations governing executive session. The Superintendent will annually provide the Board of Education with a summary of the information obtained from the exit interviews.

**Policy adopted: January 10, 2005**