

COMMUNITY LIVING

Thunder Bay



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GENERAL MANUAL POLICY

APPROVED BY:

K. J. Pickard
Executive Director

CATEGORY: Human Resources

TOPIC: Exit Interviews

Page 1 of 2

POLICY

Community Living Thunder Bay is committed to a positive work environment for its employees. The Exit Interview provides a valuable source of information to measure the Association's success in reaching this goal. It is the policy of Community Living Thunder Bay to conduct Exit Interviews with Casual staff who have been employed with the Association for three years or more, all permanent full-time and part-time unionized staff, and all non-union staff before leaving employment.

PURPOSE

The Exit Interview is an important tool for gathering information about the work-life of Association employees. Exiting employees can provide insights into the success of recruiting efforts, the effectiveness of the Association's benefits, compensation and training programs, as well as information on the quality of work-life and the Association's employee relations initiatives. The data obtained from these interviews will be used to enhance the Association's recruitment and retention efforts, and to assess the overall quality of work-life at Community Living Thunder Bay.

Initial: KJP

GENERAL MANUAL PROCEDURE

TOPIC: Exit Interviews

Page 2 of 2

PROCEDURE:

Prior to leaving employment at Community Living Thunder Bay, all Casual staff who have been employed with the Association for three years or more, all permanent full-time and part-time unionized staff, and all non-union staff will participate in the Exit Interview program.

The Supervisor, Team Leader, Coordinator, or Director, will complete an Employee Change of Status form and submit it, along with the resignation letter to the Human Resources Department as soon as he/she becomes aware that an employee is leaving their service area or department.

The Supervisor, Team Leader, Coordinator, or Director will inform and encourage the employee who is leaving employment at the Association, to participate in the Exit Interview program.

Upon receipt of the Employee Change of Status form, Human Resources will contact and will arrange an appointment with the exiting employee before their last day of employment.

The exiting employee will meet with Human Resources to obtain the necessary information for the Exit Interview Questionnaire (see attached). The information collected during the interview is confidential and will be used to enhance the Association's recruitment and retention efforts, and to assess the overall quality of work-life at Community Living Thunder Bay.