

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Management Team	DATE SUBMITTED: 03/02	SECTION: Human Resources	
BOARD APPROVED ON: 02/12/03	DATE REVISED: 07/18/17, 02/20/19, 5/5/2023	SUBJECT: Exit Interview	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/18/17, 02/20/19, 05/05/21, 5/5/2023		POLICY #: ED-014	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to evaluate the circumstances surrounding the separation of an employee, whether voluntary or involuntary. Exploring an employee's reasons for resigning or the factors resulting in termination enables the organization to better assess whether the work environment is conducive to employee satisfaction or whether changes can or should be made.

III. Standards

Exit interviews should be conducted by the human resource manager/designee.

The employee has the option of requesting or declining to discuss reasons for the separation. An exit interview checklist provides structure for the discussion.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Submits letter of resignation to the human resource manager/designee within 48 hours.

Human Resource Manager/designee

2. Schedules and conducts an exit interview with employee prior to their termination/resignation.

3. If unable to schedule or no response, send an exit interview questionnaire electronically to the resigning employee's email address on file.

4. If no response within 10 days will mark as incomplete and forward to division director for review and signature.

Division Director

5. Will forward back to the human resource manager or designee within 2 days.

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| Human Resource Manager | 6. Will forward to executive director weekly. |
| | 7. If the exit interview is completed, the resigning employee will receive a \$5.00 gift card that they can choose to pick up or have mailed to them. |
| | 8. Completed exit interview (soft copy) is forwarded to the division director for review and electronic signature. |
| Division Director | 9. If upon review an action plan is needed, works with the appropriate supervisor to develop and carry out the action plan. Action plans are required if any concerns are identified in the exit interview and/or if the resigning employee rates the supervisor as fair or poor. |
| | 10. Returns the exit interview to the human resource manager/designee. |
| Human Resource Manager/Designee | 11. Will forward to the executive director weekly. |
| Executive Director | 12. Executive director will review and sign and return to human resource manager/designee for filing. |

EXHIBITS

- A. [S:\Forms\Human Resource Forms\Exit Interview\Exit Interview Form revised ijs 8.15.17.docx](#)
- B. [S:\Forms\Human Resource Forms\Exit Interview\Exit Interview Form CB revised ijs 8.15.17.docx](#)