

### EXIT INTERVIEW

In order to improve and cognizant of the mission and vision of the district, all employees of the RSU have the opportunity to participate in an exit interview and/or survey by completing any or all of the following:

1. Completing a confidential questionnaire that would be viewed and discussed by the Director, Assistant Director, and non-staff Board members.
2. Participating in a personal exit interview with RSU 2's Human Resources Manager.

The above-stated opportunities are available to the employee 5 business days from the date of resignation.

#### PURPOSE:

1. To determine the specific reasons of employees for leaving;
2. To provide an opportunity to review employment practices (working conditions, job content, induction, training, etc.);
3. To strengthen and maintain good workplace relationships;
4. To enable the school to identify any trends requiring attention or any opportunities for improving the school's ability to respond to employee issues; and
5. To provide an opportunity to thank people for their valuable service.

The information from the exit interview/survey will be analyzed regularly to determine trends that may need to be addressed. Periodically this information will be shared with designated members of the staff, and/or management team, and/or the Board of Directors.

An analysis of any actions or interventions taken during the year on the basis of the exit interview feedback and any actions the Administrator feels are required in order to address any concerns or opportunities which are identified through exit interview feedback will be conducted.

In the event that policies adopted by the Board are in conflict with then applicable Maine law, the provisions of the law will apply.

First Reading: 2/4/16

Adopted: 5/5/16