

EDINBORO UNIVERSITY OF PENNSYLVANIA

EMPLOYEE EXIT INFORMATION PROGRAM-Policy No. G002

Supersedes Policy No. G002, Dated 10/25/89

Recommended for Approval By David M. O'Dessa, Vice President for Administration and Institutional Advancement

Approved By Foster F. Diebold, President on January 31, 1993

Review Date: As Required

INTENT

Edinboro University's Affirmative Action Plan and good management practices dictate that this University conduct an on-going exit information program. Such a program will be conducted in a manner that accomplishes the following objectives:

- A. Assures that all separating employees are advised of their rights and/or benefits.
- B. Provide a standardized collection of data to help identify University policies and procedures which assist in the development and retention of valued personnel.
- C. Assures all University property is returned to the University.

The following policy and procedures have been constructed to satisfy these goals.

POLICY

It shall be the policy of Edinboro University to conduct an ongoing exit information program for all regular employees. This program will utilize exit interviews as the primary instrument for data collection. It will be conducted in a manner that insures fairness and confidentiality to the employee, that creates an atmosphere of openness and honesty and that has the University and employee separate their employment in a positive manner.

PROCEDURE

- A. The Human Resources and Employee Relations Office will schedule and conduct a face-to-face exit interview with a separating employee. This interview will normally occur during the employee's last week on the job, avoiding the last day of work if possible.
- B. If a face-to-face interview is not possible, or is refused by the employee, the Human Resources and Employee Relations Office will attempt to conduct the information exchange through the mail.

- C. The Supervisor/Chair will be responsible for collecting University property such as keys, etc., before the employee leaves the campus.
- D. Information concerning personal reasons for terminating will be kept confidential in so far as not being identified with the terminating employee.
- E. Exit information documents are to be maintained in a secure area separate from the official personnel files. They are to be destroyed after the yearly compilation of data.
- F. On a yearly basis, the Human Resources Director will prepare a summary and analysis of information collected through exit interview surveys and provide this information to the Vice President for Administration and Institutional Advancement, the Affirmative Action Officer, and the President.