

PROCEDURE

Series:	HR-Human Resources	COA: HR 5, HR.3.05, 7.05 CFOP:
Procedure Name:	Employee Exit Interviews	
Procedure Number:	HR 2315	
Reviewed Date:	1/18/13, 12/1/15, 4/16/24, 10/14/2025	
Revised #/Date	01/09 (2) 08/11/14 (3) 5/1/19	
Effective Date:	09/04	
Applicable to:	All Family Partnerships of Central Florida (FPOCF) Staff	

PURPOSE: To obtain information from an employee who has decided to separate employment with FPOCF. To provide the departing employees with an opportunity to express feedback, either positive or negative, that they may have about the agency, their work experience and reasons for leaving and to offer suggestions for improving the work experience. The information will be evaluated for trends and to determine if and where opportunities exist for improving the agency in the areas identified based on multiple responses.

References:

PROCEDURE:

1. Every employee who resigns from FPOCF will be given an opportunity to participate in an exit interview. Employees are encouraged to participate, but it is not mandatory.
2. The Human Resources Senior Director or designee will schedule this meeting with the separating employee. This meeting will take place with the employee and Human Resources Senior Director or designee prior to or on the last day of employment.
3. Prior to the meeting, the employee will be given an explanation of why the exit interview is being conducted and how the information provided will be used to address concerns expressed about the work environment.
4. Prior to the meeting, the employee will be provided with an exit interview form to review and bring to the meeting for discussion. The employee may be asked to bring to the meeting all company property (unless other arrangements for the computer have been made), building keys, identification badges, insurance cards, etc. The employee will also be requested to complete the final timesheet depending on the pay cycle and the employee's last day of employment.
5. The employee will be asked to comment on specific areas of concern noted on the exit interview form and what suggestions the employee may have, if any, that would improve the work environment.
6. The employee will be encouraged to offer suggestions, provide examples of their concerns, and share whatever feedback about the agency they choose.

7. The Human Resources Senior Director or designee will review the final separation paperwork with the employee. This will include the identification of the last day of work, when final wages will be paid, what, if any, PTO hours will be paid, and a determination from the employee on how final wages should be paid (live check or direct deposit).
8. The Human Resources Senior Director or designee will also explain the impact of the separation on the health benefits (if applicable) and will provide information about coverage termination, COBRA election notice requirements and deadlines to be eligible to enroll in COBRA continuation coverage. COBRA election notices are mailed to the employee's home address.
9. The exit interview forms are maintained by the Human Resources Senior Director or designee who may, if necessary, provides a summary to the President and Chief Executive Officer or designee based on any substantial information acquired during the exit interview.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:

PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: _____