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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **C303** | |  |
|  |  | | | | | | |  |
|  | Subject:  **Exit Interview Process** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **1** |  |
| Board Approval Date:  **March 21, 2015** | | | Rescinds: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
|  |  | |  | | | | |  |

1. **PURPOSE**

To determine and document the reasons employees leave the District, to provide an opportunity for the airing of concerns that have not been resolved, and to solicit constructive criticism helpful in improving the District.

1. **SCOPE**

This policy applies to all employees of the District.

1. **POLICY**

Prior to the end of the last day of work for the District, employees may have an Exit Interview with the Fire Chief or appointed designee.

1. PROCEDURE GUIDELINES
2. Supervisors shall refer terminating employees to the Fire Chief for an Exit Interview.
3. The Exit Interview may cover, but not be limited to, the employee’s comments regarding the following points:
4. Job duties and work load
5. Quality of supervision
6. District policies and practices
7. Working conditions
8. Salary and benefits
9. The employee shall be asked to sign the Exit Interview form.