

**TOWN OF VIENNA, VIRGINIA  
ADMINISTRATIVE REGULATIONS**

Subject:

**EXIT INTERVIEWS**

Regulation No.:

2.38

Effective Date:

July 6, 2001

Supersedes: October 20, 1997

**I. PURPOSE**

The purpose of the exit interview is to help gauge the effectiveness of the Town's leadership and work environment and to help the employee depart comfortably. It is also a vehicle to provide to the departing employee information concerning any entitlement of benefits (i.e., continuation of health and life insurance coverages).

**II. APPLICABILITY**

Every permanent full and part time employee who voluntarily leaves their employment with the Town of Vienna shall participate in the exit interview process.

**III. NOTIFICATION**

A. All notices of separation must be submitted to the Administrative Services Department. Within 48 hours of the receipt of such notice, the office will provide to the employee a copy of the Town's *Separation from Service* brochure as well as scheduling a date for the employee's exit interview.

**IV. PROCEDURE**

A. On the day of the exit interview, the employee will first complete all applicable paperwork. Typically, this will include information on continuing health insurance coverage, refunding of retirement contributions and repaying past tuition reimbursement disbursements.

B. The confidential exit interview will then be conducted using the attached form. The interview should obtain the reason for the decision to leave and encourage comments and suggestions concerning employment with the Town of Vienna.

C. The Director of Administrative Services will review the results and recommend actions where trends or patterns demonstrate a need. Findings of general interest will be disseminated to management as appropriate. A quarterly report summarizing the findings will also be distributed.

**VI. RECORD KEEPING**

A. The completed exit interview forms will be maintained in a locked, separate file. It will never be commingled with any of the responding employee's personnel files or records.

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B. After two years, the records will be destroyed.

**VII. APPLICABLE DOCUMENTS**

Exit Interview Information Questionnaire (2.38-1)

<i>Signature of Town Manager:</i>	<i>Date:</i>
	