
Exit Interview Survey Procedure (PER-P008)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department Handles the Exit Interview Surveys in the Milford Public School District.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Director of Human Resources
- 2.3 Human Resources Assistant

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 MBOE – Milford Board of Education

5.0 PROCEDURE: -

- 5.1 Human Resources Department is notified either in writing or verbally, of individual's termination of employment from the Milford Public School District.
 - 5.1.1 Employee may notify Human Resources Department upon resignation or retirement.
 - 5.1.2 Human Resources Department is notified by schools and departments of employee's termination via PER-F004.
- 5.2 Human Resources Department sends a cover letter (PER-F007), the Application for Withdrawal and Refund of Pension and Retirement, and the Exit Interview Survey (PER-F008) to the former employee.
- 5.3 When Exit Interview Survey has been returned to the Human Resources Department, it is date stamped in and forwarded to the Supervisor of Human Resources.
 - 5.3.1 Supervisor of Human Resources reviews each survey.
 - 5.3.2 Surveys are filed.
- 5.4 In December of each year, survey data is entered into an excel spread sheet.
 - 5.4.1 Graphs and charts are created from data and submitted to the Superintendent for his review.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Letter of Resignation
- 6.2 Exit Interview Survey Form - PER-F008
- 6.3 Cover Letter – (Word doc.)

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- 6.4 MBOE – Retirements/Resignations/Terminations Report (HR Database)
- 6.5 Payroll Action Request - PER-F004
- 6.6 Application for Withdrawal and Refund (City form)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Letter of Resignation	Employees Human Resources File	99 years	Shred	Locked Office
Survey Information	Electronic	n/a	n/a	Electronic
PER-F008	Human Resources	1 year	Shred	Locked Office
Human Resources Database	Electronic	n/a	n/a	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/01/2004	B	Changed/added/removed wording from 2.0, 3.0, 5.0, 6.0 and 7.0
02/03/2005	C	Change title back to Director of Human Resources in 2.0

***** End of procedure *****