

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 3.2.2
Section EMPLOYMENT COMPETITIONS & HIRING	Subject Exit Questionnaire and Interview Policy

1.0 Purpose

It is the policy of the Municipality to ensure that exit interviews and/or exit questionnaires, are completed by employees who are leaving the employment of the Municipality.

2.0 Authority

This policy is enacted pursuant to Section 30 of the *Municipal Government Act*, as amended.

3.0 Objectives

The objective of the exit interview or questionnaire is to identify reasons why employment is being terminated with a view to improving the Municipality's work environment

4.0 Definitions

- a) **Exit questionnaire:** a confidential questionnaire which is completed by an employee who is leaving the employ of the Municipality.
- b) **Exit interview:** a confidential interview conducted by the Chief Administrative Officer or his / her designate with an employee who is leaving the employ of the Municipality.

5.0 Responsibilities

5.1 The Council will:

- a) review, amend, and adopt changes to the Municipality 's *Exit Questionnaire and Interview Policy*.

5.2 The Chief Administrative Officer (or designate) will:

- a) ensure the proper implementation and maintenance of an exit interview / questionnaire process in the Municipality;
- b) recommend to Municipal Council changes to the *Exit Questionnaire and Interview Policy* where considered appropriate;
- c) ensure that an exit questionnaire and interview are completed by those employees under his / her direct supervision who are leaving the employ of the Municipality;
- d) support the development of standard operating procedures in consultation with directors and managers.

5.3 Directors / Service Group Managers will:

- a) implement the *Exit Questionnaire and Interview Policy* in their departments;
- b) ensure that an exit questionnaire and interview are completed by those employees under his / her direct supervision who are leaving the employ of the Municipality;

5.4 Supervisors will:

- a) assist with preparation of the exit questionnaire forms;
- b) conduct exit interviews, when appropriate.

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Municipal Clerk’s Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice **July 24, 2012**

Council Approval **August 21, 2012**

Carolyn Young **August 22, 2012**

Municipal Clerk Date

At Annapolis Royal Nova Scotia