

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: EMPLOYEE EXIT INTERVIEWS		Number: 13-25
Department(s) Affected: All Departments		Effective Date: March 16, 2010
Authority: Section 2.12.010 Chico Municipal Code		Supersedes: 13-25 Dated 6/21/78
		File Reference: D-DHM/D-13
		Approved:

I. PURPOSE:

To establish a uniform policy and procedure regarding exit interviews for all City employees.

II. POLICY:

It shall be the policy of the City to hold an exit interview with all separating City employees to discuss reasons for separation from City service.

III. PROCEDURE:

- A. Department heads shall notify the Human Resources & Risk Management Office as soon as an employee gives notice of separation.
- B. Upon notice by a Department or Office that an employee will be separating, the Human Resources & Risk Management Office shall:
 - 1. Schedule an exit interview for the employee with the Human Resources Manager (or designee) prior to the release of the final paycheck to the employee.
 - 2. Retain a copy of the exit interview checklist in the employee's personnel file.
 - 3. If applicable, provide information regarding reasons for the separation to the Employment Development Department should such information be requested for an unemployment compensation claim.