

**POLICY NUMBER:**

**APM-1-04**

DATE:

ISSUED BY:

**Linda Haskins**  
City Manager/Designee

SIGNATURE

# CITY OF MIAMI



**ADMINISTRATIVE POLICY**

<u>REVISIONS</u>	
<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
Created	03/10/04

**SUBJECT:**

**EMPLOYMENT SEPARATION**

**PURPOSE:** To outline procedures for separating employees from the City of Miami resulting from non-disciplinary action for the purpose of gauging the effectiveness of the work environment, assessing employee attitudes and assisting in reducing turnover.

This policy applies to all employees with the noted exceptions outlined in the body of this policy.

Effective this date, this Administrative Policy supersedes all previous directives relating to the implementation of employment exit interviews.

**THE POLICY WILL BE AS FOLLOWS:**

**I. EXIT INTERVIEWS**

Exit interviews will be conducted for all employees, excluding executives, separating from the City for non-disciplinary action for the purpose of gauging the effectiveness of the work environment, assessing employee attitudes and assisting in reducing turnover.

Employees separating from the City shall be required by the operating department, prior to receiving their final paycheck, to complete the approved Exit Interview Questionnaire. Upon leaving the employ of the City, the operating department will direct the former employee to the Department of Employee Relations' Employment, Selection and Records Section to complete the Exit Interview Questionnaire. The Department of Employee Relations will be responsible for coordinating the administration of exit interviews, and for ensuring that directors and City employees are aware of the requirements outlined herein. The Department of Employee Relations will notify the operating department's payroll personnel that the Exit Interview Questionnaire has been completed. Directors of

operating departments shall assign a designated staff person to work closely with the Department of Employee Relations to ensure compliance.

Individuals completing the form may remain anonymous, and results will be maintained in the Department of Employee Relations. To accommodate the employee, the Exit Interview may be conducted up to two (2) weeks prior to the date of separation.

The Department of Employee Relations will analyze the information annually or on an as needed basis. The Department of Employee Relations will be the records custodian of the exit interview forms, in accordance with applicable record retention laws.