
TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2004-02

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY ON EXIT INTERVIEWS

DATE: OCTOBER 28, 2004 (REVISED FEBRUARY 12, 2024)

At a meeting of the Milford Board of Selectmen held on Monday, October 25, 2004, the Board of Selectmen voted to adopt the following Policy regarding Exit Interviews:

Purpose:

To ensure that exiting employees are informed of their benefits and rights and to maintain accurate records on reasons for employee terminations.

Policy:

It is the policy of the Town of Milford to ensure that any employee whose employment is being terminated (voluntarily or involuntarily) receives an exit interview. The exit interview shall be held at the time of the employee's discharge. The interview will be conducted by the Human Resources Director or designee. The objectives of the exit interview are as follows:

- ❖ To determine the actual reason for an employee's resignation;
- ❖ To discover any grievances the employee may have about the department in order that corrective action(s) may be undertaken;
- ❖ To discover any misunderstandings the employee may have had about his/her job, or with his/her supervisor(s) in order that corrective action(s) may be undertaken;
- ❖ To retain the goodwill of the employee toward the Town;
- ❖ To review administrative details with the employee such as benefits continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- ❖ To arrange for the return of any Town of Milford property which has not already been returned to the department supervisor.

Procedure:

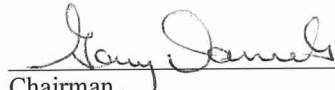
1. When an employee announces his/her intention to resign, the supervisor/department head should schedule an exit interview for the employee with the Human Resources Director or designee as soon as possible.
2. When a decision has been made to terminate an employee, the employee should meet with the Human Resources Director or designee for an exit interview as soon as possible, as appropriate.

3. During the exit interview, the Human Resources Director or designee will seek to meet all objectives listed in this Exit Interview Policy statement.
4. The departing employee will be asked to complete the Exit Interview Form (sample attached) as thoroughly as possible.
5. Any information obtained during the exit interview shall be disclosed to (and/or discussed with) the supervisor, the Department Head, the Town Administrator and the Board of Selectmen in order to investigate any allegation(s) made and/or to be made aware of emerging problem(s). The Department Head, the Town Administrator and/or the Human Resources Director may make recommendations to the Board of Selectmen for corrective action based on the information contained in the exit interview.

EFFECTIVE DATE: October 28, 2004

Amended on 02/12/24


Approved on Feb. 28, 2004



Chairman


Vice Chairman

Selectman


Selectman


Selectman


Selectman