

The Richmond School District recognizes the importance of promoting and maintaining personnel practices that foster constructive employee feedback.

To further the above goal, the District Administrator will develop and implement a procedure to conduct exit interviews with employees who leave the employment of the school district. All exiting employees will be offered a face-to-face interview with the District Administrator or his/her designee. The employee may decline an in-person interview; in which case, an electronic survey will be offered. The District Administrator or his/her designee will initiate the exit interview and completed signed interviews will be placed in the personnel file of the person leaving the district. The District Administrator will also develop and implement an electronic exit survey that will be administered to the employee. The completed survey will be saved in the personnel file of the employee. A copy of all exit interviews and surveys, subject to any applicable restrictions or redactions underneath state and federal law, will be available to the Board members at a closed session meeting.

The Richmond School District exit interview questions were taken from the American Public Human Services Association, Workforce Data Collection Field Guide for Human Services Agencies as modified by the Wisconsin Association of School Boards.

Adopted: 9/11/17