

## **14.8 EXIT INTERVIEWS AND RECORDS**

Reason(s) for a separation are stated in writing, signed by the supervising Elected Official or Department Head, and, except in unusual or emergency circumstances, initialed by the employee on the county's exit interview form. The Elected Official or Department Head of an employee who is separated will discuss with the employee the reason(s) for the separation in an exit interview whenever possible. The Elected Official or Department Head also must sign the exit interview form. The exit interview record is important and may be instrumental in determining the county's liability, or lack of liability, for unemployment insurance costs. The employee being separated will need to complete an Exit Interview with Human Resources and the supervisor is responsible for notifying Human Resources.