

## Series 4000 – Personnel – Certified & Non-Certified

### 1. Certified Personnel

#### A. Permanent Personnel

##### (7) Separation/Change of Status

###### (i) Exit Interviews

It is the policy of the Board of Education to request all certified and non-certified personnel terminating employment with the district to participate in an exit interview. The district endorses the concept of exit interviews and believes valuable information can be gathered to benefit employees and the district. Such interviews provide an opportunity to solicit employees' comments and concerns about their work experience in Suffield and their reasons for leaving. In addition, the exit interview ~~provides the opportunity to obtain a forwarding address and to secure the return of district property~~ will be combined with the return of any district property.

Administrators and District-wide Directors in charge of district employees shall conduct exit interviews with all faculty and staff who leave the district. To the extent possible, statements made by the employee will be confidential unless waived by the employee. Employees may request an additional interview with the Superintendent. Administrators leaving the district may request an additional interview with the Board of Education subject to all regulations governing executive session. The Superintendent will annually provide the Board of Education with a summary of the information obtained from the exit interviews.

Policy adopted:

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut