Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.3.07

2. SUBJECT: ***Exit Interviews***

3. POLICY: In instances where an individual voluntarily leaves Grant County Fire District 3, the District management would like to discuss with that person the reasons for leaving and any other impressions that they may have about the District.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for enforcing this Policy and Procedure.

6. PROCEDURE:

   A. When an individual leaves he or she will be asked to grant us the privilege of an exit interview.

   B. During the exit interview, the individual is encouraged to express themselves freely.

   C. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements.

   D. All information will be kept strictly confidential and will in no way affect any reference information that the District management may provide another employer.

   E. Any individual who is terminated from or leaves the department will not be eligible to return for 1 year.

   F. If the resignation is due to work, moving, education, illness or family circumstances beyond their control it may be at the discretion of the Commissioners to allow them to return at an earlier time