

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.10	Pages: 1 of 1
Chapter: Personnel Actions	Effective Date: March 9, 2000 Supersedes Policy #3.10 Dated 8/11/94	
Subject: Exit Interviews		

I. POLICY:

Cumberland County Government shall require exit interviews for employees leaving County employment.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. The Director of Personnel and Human Resources shall establish an exit interview that:

1. Will help management keep a finger on the pulse of employee morale by providing feedback about employees' opinions and attitudes.
2. Will alert management to problems, such as harassment, low salaries, etc.
3. Will establish a record that may be used should a lawsuit or questions regarding unemployment compensation arise.

B. Department heads shall notify the County Personnel and Human Resources Office at least 2 weeks before an employee's separation.

C. The County Personnel and Human Resources Office shall conduct the employee exit interview prior to the employee's last day of work.