

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Termination of Employment – Exit Interview	SECTION: T POLICY: 2
DATE: September 2004	Administrator's Signature: _____	

TERMINATION OF EMPLOYMENT – EXIT INTERVIEW

POLICY:

Upon completion of employment (either retirement or termination) a Non-Union Staff member may be invited to an exit interview to review policies and procedures as they relate to their department and to provide recommendations of benefit to Leamington Mennonite Home.

PROCEDURE:

- Non-Union/Supervisory Personnel may be invited approximately two weeks after their last day worked, at the discretion of the administrator, to an exit interview. Invitees may decline the invitation.
- The purpose of the interview is to learn the departing employee's views of the organization, and in particular, to review policies and procedures as they relate to that former employee's department and to provide recommendations of benefit to Leamington Mennonite Home.
- There is no provision in the Collective Agreement for exit interviews for frontline/union employees.
- Recommendations arising from the exit interview will be processed by the Administrator together with the Leadership Team. Any subsequent recommendations will be processed by the Leamington Mennonite Home Board of Directors for appropriate implementation.