

**CITY OF SHEBOYGAN  
R. O. 139-23-24**

**BY DIRECTOR OF HUMAN RESOURCES & LABOR RELATIONS  
(KELLY HENDEE).**

**APRIL 15, 2024.**

Submitting an exit interview report for Quarter 1 for the City of Sheboygan.

# Exit Interview Report to Council

REPORT FOR QUARTER 1

CITY OF SHEBOYGAN - HUMAN RESOURCES

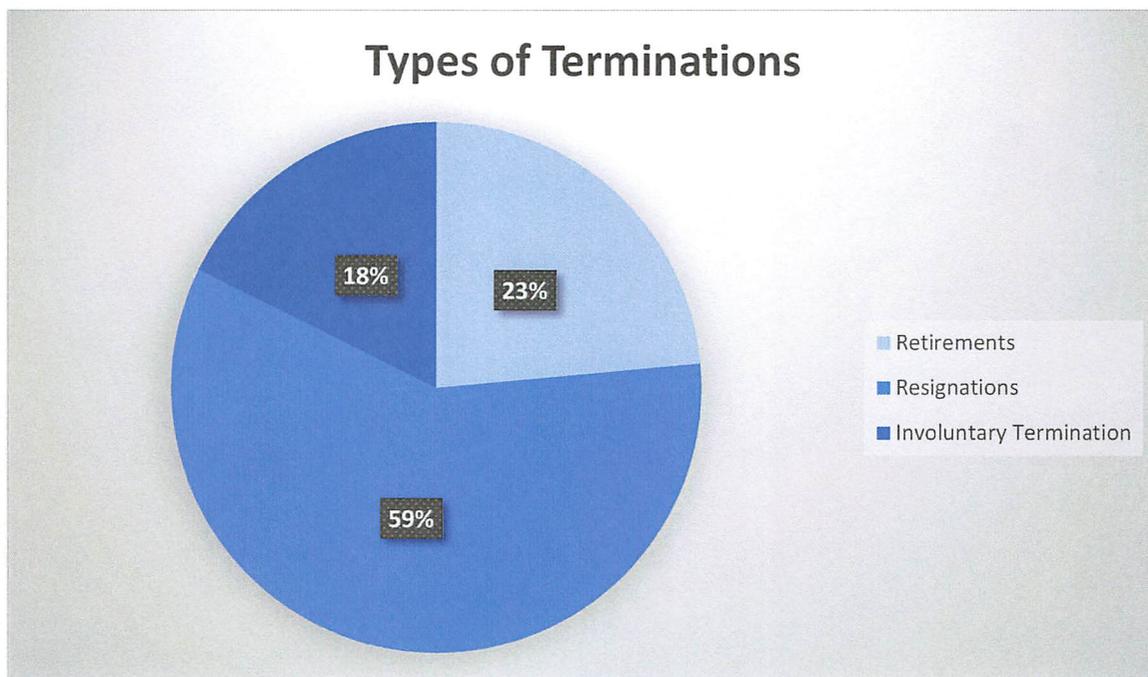
## Process:

When Human Resources receives notice of a termination (resignation letter, etc.), the Recruiting Generalist begins the termination process. With the implementation of the new handbook, a step was added to the offboarding process to conduct the Exit Interview.

Whether an employee is Represented or Non-Represented, they have the option to complete an exit questionnaire and interview. The Recruiting Generalist sends them an email informing them of the exit interview process, attaches the questionnaire, and asks what their availability is during their last two weeks of employment. The employee is asked to submit their exit questionnaire three days before they meet with a member of HR so that there is ample time to review their answers and prepare follow up questions they'd like to ask during the meeting.

## First Quarter Termination Information:

From January 1, 2024 through March 31, 2024, there were 17 terminations for regular positions. The pie chart below illustrates the terminations consist of ten resignations, four retirements, and three involuntary terminations.



## Exit Interview Findings:

As of January 1, 2024, Non-Represented employees who retire or resign must participate in an exit interview to receive their exit payout. Participating in an exit interview is optional for Represented employees. From January 1 to March 31, six exit interviews were conducted.

In general, the employees' surveys showed:

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I believe I was fairly compensated for the work I performed.	1	4	1		
Overall, I am pleased with the City of Sheboygan's benefit plans and offerings.	1	5			
My Job duties were what I thought they would be when I was hired by the City.	2	4			
There were no obstacles, policies, or procedures that made my job difficult to perform.	3	2	1		
My supervisor is knowledgeable and well versed in their content area.	3	3			
My supervisor supports and empowers the people they supervise.	4	1	1		
I felt connected to the City as a City of Sheboygan employee; my department did not feel separate from the rest of the City.	2	1	2		1

**When asked to share a negative experience they had while employed with the City, some of the feedback included:**

- Lack of inclusion/involvement/idea sharing when upper management makes decisions for staff\*
- Being put in the middle of a petty issues\*
- Receiving questions from contractors, community members, etc. about all of the lawsuits at City Hall.

**When asked to share a positive experience they had while employed with the City, some of the feedback included:**

- Receiving recognition for a job well done\*
- Seeing supervisors stand up/advocate for their team\*

*\*Comments summarized for brevity.*

**When asked to share their reason for leaving, some of the feedback included:**

- Company culture
- Family circumstances (3)
- Retiring (2)
- Type of work (2)

## Closing Comments:

The Human Resources department will continue to conduct exit interviews per the 2024 Handbook to collect feedback and data. Most Non-Represented employees that have resigned or retired have been able to complete the questionnaire and meeting with HR. Once a bigger sample size is collected, Council and Human Resources can determine what (if anything) they'd like to do with the findings.