

Exit Interview Report to Council

REPORT FOR QUARTER 2

CITY OF SHEBOYGAN - HUMAN RESOURCES

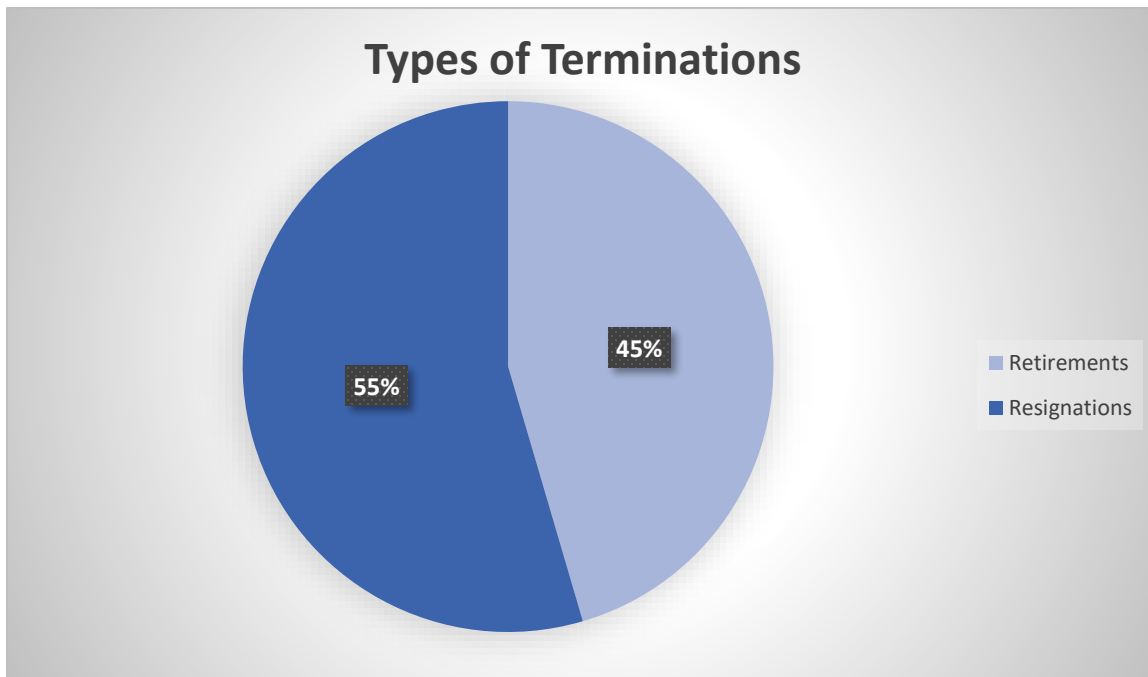
Process:

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.

Second Quarter Termination Information:

From April 1, 2024 through June 31, 2024, there were 21 terminations for regular positions: 10 retirements, 12 resignations, and zero 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 April 1st to June 31st, thirteen 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	7	2	1	
Overall, I am pleased with the City of Sheboygan's benefit plans and offerings.	1	7	3		
My Job duties were what I thought they would be when I was hired by the City.	2	8	1		
There were no obstacles, policies, or procedures that made my job difficult to perform.	1	1	4	4	1
My supervisor is knowledgeable and well versed in their content area.	2	5	1.5	1.5	1
My supervisor supports and empowers the people they supervise.	2	5	1	1	2
I felt connected to the City as a City of Sheboygan employee; my department did not feel separate from the rest of the City.	1	6	4		

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

- Lack of acknowledgement from supervisor*
- Supervisor not easy to work with*
- Being put in the middle of a petty issues*

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

- Positive working relationships with coworkers and other staff*
- Being able to make a difference in someone's life, whether it be a citizen or employee*

**Comments summarized for brevity.*

When asked to share their reason for leaving, responses included:

- Company culture (2)
- Family circumstances (4)
- Retiring (4)
- Type of work (1)
- Quality of Supervision (3)
- Work Conditions
- Other: returning to college

Combined 1st and 2nd Quarter Findings:

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I believe I was fairly compensated for the work I performed.	2	11	3	1	
Overall, I am pleased with the City of Sheboygan's benefit plans and offerings.	2	12	3		
My Job duties were what I thought they would be when I was hired by the City.	4	12	1		
There were no obstacles, policies, or procedures that made my job difficult to perform.	4	3	5	4	1
My supervisor is knowledgeable and well versed in their content area.	5	8	1.5	1.5	1
My supervisor supports and empowers the people they supervise.	6	6	2	1	2
I felt connected to the City as a City of Sheboygan employee; my department did not feel separate from the rest of the City.	3	7	6		1

Reasons for leaving:

- Company culture (3)
- Family circumstances (7)
- Retiring (6)
- Type of work (3)
- Quality of Supervision (3)
- Work Conditions
- Other: returning to college

Closing Comments:

As we continue to collect feedback, we are able to get a more general sense of employee perception and experiences.

With a larger sample size, we are pleased that most employees agreed and some strongly agreed they were fairly compensated. Most employees also agreed and some strongly agreed they were pleased with benefit offerings. In fact, there were no employees who disagreed or strongly disagreed when asked if they were pleased with benefit offerings.

When looking only at responses from second quarter, we see an uptick in employees who felt there were policies or procedures that made their position more difficult to perform. Based off of this feedback, it may be beneficial for HR and the applicable supervisor to review policies to see whether any changes can be made to enhance position function. It may also be useful to survey current employees to see if they share the same feelings as those who have left the City.

We will continue to meet with employees to hear about their experiences and collect their feedback. We are open to exploring opportunities for growth as they emerge from the exit interview and questionnaire process.