



Council Agenda Item

Meeting Date: October 3, 2023

Agenda Item: Exit Interview – Separation Policy

Staff Contact (name, email, phone): Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

(Enter the who, what when, where, why)

1. At the August 15, 2023, the council reviewed the current exit interview process including any adjustments or improvements made recently. Council also suggested a change to the Exit Interview Form regarding executive management.
2. Council member Gerber further requested that an Exit Interview Policy be established and presented to council.
3. A Separation Policy is currently included in the City's list of policies which are under review as part of the Employee Handbook update process.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends an addition to the current policy (which is still under review) highlighting the exit interview process. The addition is indicated in italics on the attached policy. The exit interview addition mimics the CVMIC Employment Separation Policy verbiage as it relates to Exit Interviews.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Policy 204.01 Separation
2. Exit Interview Form