

# HR & OD POLICIES

human resources and organisational development



## Employee Exit Information

## Policy

# 1. POLICY STATEMENT

It is important that when an employee gives notice of their intention to leave, Aberdeenshire Council give and receive feedback including thanking the departing employee for their work. This information will be used to improve recruitment and retention strategies, monitor any areas of the authority where patterns or trends are emerging and provide data for workforce planning and profiling.

The types of information can be helpful to:

- Identify reasons for and trends in turnover
- Identify areas requiring change
- Identify any training and development needs for remaining employees
- Assess the effectiveness of induction and recruitment practices
- Identify factors that could persuade people to remain within the authority, such as changes to terms and conditions, working patterns or culture
- Evaluate the success of HR Policies and Procedures and determine where changes need to be made or new strategies developed
- Assist equal opportunity monitoring.

All employees leaving on a voluntary basis must be given the opportunity to complete an exit interview questionnaire, and also given the opportunity to attend an exit interview if they wish to provide more detailed information. It is vitally important that the information gathered from questionnaires and interviews is monitored and reported on a regular basis. HR & OD Services will provide corporate wide information on the findings from the questionnaires to the Senior Management Team.

It is important that employees who leave are made aware that the information they provide will be treated as confidential and will not influence any references or future reemployment.

Any serious issues that arise during the exit interview process must be identified to HR & OD Services in the first instance, for example, any claims of physical violence or dangerous work practices.

HR & OD Services will look into any patterns or claims in relation to any serious allegations for example of bullying, and this will be dealt with as appropriate. This will also lead to a discussion with the employee on alternatives to resigning from the employment of Aberdeenshire Council in light of the information received.

HR & OD Services will strive to investigate thoroughly and widely any serious allegations made by a departing employee in order to alleviate any malicious claims by one employee against another.

## 2. SCOPE

This procedure will apply to all employees of the Council covered by the following National Schemes of Conditions of Service:

- SJC for Local Government Employees
- SJNC for Local Authorities' Service - Craft Operatives
- SJNC for Local Authorities' Service - Chief Officials
- Scottish Negotiating Committee for Teachers (SNCT)

# Employee Exit Information

## Index of Documents

### Policy

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
01-01-2010		Creation of Document
24-08-2015	01-01-2010	Format Update