



Medina County Policy Manual



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| Policy: Resignation & Exit Interview | Section: Separation | Number: 8.005 |
| Issued: 09/17/07 | Reviewed/Revised: | Page #: 1 of 2 |

- A. Resignation is a voluntary act initiated by the employee to terminate employment. All notifications of resignation are to be placed in writing indicating the employee’s last day of work and delivered to their immediate supervisor or department head.
1. Employees are expected to submit their letter of resignation at least two (2) weeks prior to the effective date of resignation.
 2. The department shall forward the original notice of resignation to the Human Resources Department for inclusion in the employee’s personnel record.
 3. A request by a classified employee to rescind a notice of resignation will be honored unless accepted by the Board of Commissioners or the Board’s designee. The department head shall notify the HRD of the decision to rescind the resignation.
 4. A letter of resignation submitted by a non-classified employee shall be deemed immediately accepted unless otherwise determined by the Board.
 5. Upon receipt of a letter of resignation, the department head or supervisor will provide the employee with an [exit interview form](#).
- B. Prior to separation, the separating employee’s supervisor shall recover county property, maintain security, i.e. collect keys, change computer passwords, and complete all necessary documents. Employees who are unable to return County property due to loss, etc., are to be informed that they are required to reimburse the County for the cost of the item(s) in question. Such reimbursement will normally be made through payroll deduction from the final paycheck. All items not returned are to be listed and forwarded to the Human Resources Department.
- C. A formal exit interview, scheduled by the separating employee’s supervisor, should be conducted for all employees. Unless otherwise indicated, specific information will not be shared with anyone other than the Appointing Authority, Human Resources, and/or the County Administrator.
1. In the event the employee expresses reluctance to provide the completed questionnaire to department management, the employee is to be given the option of returning the form directly to Human Resources.

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2. Human Resources will retain all exit interview forms and prepare periodic reports of the interview findings for the County Administrator. These reports will provide feedback regarding employee satisfaction.

3. Exit interview forms will be maintained in confidence and will not be retained in the employees' personnel file. Employees are to be assured that information provided will be received constructively and will not affect future employability or references