



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.2800

DIVISION: Finance and Administration

TITLE: Exit Clearance Procedures and Employee Feedback

DATE: March 22, 2004

REVISED: N/A

Policy for: All Full-Time Employees

Authorized by: Director, Human Resources

I. Purpose and Scope

Western Kentucky University endeavors to provide all University employees with the tools necessary to effectively and efficiently perform all tasks as assigned their position. It is for this reason, that upon exiting a position or separation of employment from WKU, individuals are required to return all property owned and/or issued by the University.

II. Policy

1. All employees separating employment with Western Kentucky University and those employees who transfer to another department/unit are required to return all University property issued to them and to appropriately settle any outstanding fees payable to the University, as applicable. Individuals transferring to another department/unit of the University are required to return those items specific to the department/unit from which they are transferring.
2. Employees who do not return University property and resolve pertinent outstanding issues prior to separating employment are subject to the following:
 - a. having an unfavorable separation status
 - b. suspension of any terminal vacation leave due
 - c. unsatisfactory reference information to outside employers
 - d. ineligible for rehire at Western Kentucky University

III. Procedure

1. The Exit Clearance Form is to be completed by the separating employee on or before the last day of employment. The separating employee's supervisor or department head must certify that University property has been returned.
2. Supervisors and department heads are to encourage exiting employees to complete the Exit Interview Questionnaire. The purpose of this Questionnaire is to collect feedback from the employee concerning his/her experiences during employment. At the exiting employee's request, he/she may arrange for a personal discussion with the Director of Human Resources to communicate any issues related to employment. Information provided by the exiting employee will be used as a management tool when evaluating future policies, procedures and other matters affecting the employee/employer relationship. Employees are not to be adversely affected or retaliated against because of any information provided in the Exit Interview Questionnaire or in any discussions with the Director of Human Resources. Exit Interview Questionnaires will be maintained in a separate file and will not become a part of any employee's official personnel file.

IV. Exclusions

None

V. Related Policies

See also:

VI. Reason for Revision

Appendices: