

**UW-EXTENSION ADMINISTRATIVE POLICY  
UW-EXTENSION**

**EXIT POLICY AND PROCEDURES**

**PURPOSE**

It is the intention of UW-Extension to give terminating employees the opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

Extension will extend to separated individuals all possible considerations consistent with integrity, UWEX personnel policies, and sound business practices. All terminations of employment shall be consistent with the provisions of federal/state fair employment laws, and UW System and UW-Extension policies prohibiting discrimination in employment because of one's race, color, disability, religion, national origin, ancestry, sex/gender, age, sexual orientation, political affiliation, veteran's status or non-job-related arrest or conviction record.

**POLICY**

It is the policy of UW-Extension that all separating employees shall complete an Exit Questionnaire and participate in an exit interview. This policy shall apply to both voluntary and involuntary separations. Employment may be terminated by Extension in accordance with the terms and conditions set forth in any employment contracts, union contracts and/or unclassified personnel guidelines or by an employee. Separations include dismissals, lay-offs, non-renewals, resignations, and retirements.

**CONFIDENTIALITY OF EXIT PROCESS INFORMATION**

It is the policy of the UW-Extension to make all reasonable efforts to protect the confidentiality of persons completing an Employee Exit Questionnaire and/or an Exit Interview. Information that could reveal your identity is revealed only as necessary on a "need-to-know" basis for the management of personnel practices and the work environment.

Wisconsin law provides for public access to most records made and kept by governmental agencies, including UW-Extension. Public access means that any member of the public, including the media, can request and receive copies of public records upon request, unless the custodian of the record determines that the public interest in not releasing the record outweighs the clear statutory presumption in favor of disclosure. UW-Extension pledges to make reasonable efforts, to the extent allowed by law, to

maintain the confidentiality of your identity and information which might disclose your identity.

In cases in which UW-Extension intends to take action that is wholly or partially based on information you have provided, through the exit questionnaire or interview, it may not be possible to maintain your confidentiality or the confidentiality of the information you have provided. If such a situation should arise, UW-Extension will inform you prior to disclosure of this information, whenever possible.

Also, unlike communications between a doctor and patient, lawyer and client, or psychologist and patient, Wisconsin law does not recognize any special privilege for university records. Therefore, disclosure of information you provide, may be compiled by law if these records are subpoenaed in a court proceeding.

## **EXIT PROCEDURES**

**1. Resignation:** If an employee decides to leave employment with Extension, the employee is responsible for providing adequate written notice: classified - two weeks; unclassified - 30 days or a different notice period if one is specified by contract or appointment letter.

The employee will receive written confirmation of the resignation from the hiring authority.

**2. Exit Questionnaire:** All separating employees shall complete an Exit Questionnaire, available from the supervisor or divisional personnel representative, and bring the completed questionnaire to the exit interview. This information will be retained in a confidential file, separate from other personnel records, in the Affirmative Action office.

**3. Exit Interviews:** Prior to the last day worked, an exiting employee will have an exit interview conducted by one of the following offices: EEO office; Director of Personnel Services, Classified Personnel Services; or Secretary of the Faculty and Academic Staff. The exiting employee shall choose the office to conduct the interview and the supervisor or divisional personnel representative shall assist in scheduling the interview. A telephone interview will be arranged for employees who do not work in the Madison area. The exiting employee's supervisor will not participate in the exit interview but the employee and supervisor are encouraged to discuss any matters of interest.

Information collected during the Exit Interview Process shall be **confidential** and will not be used in any way to reflect upon the exiting employee. Employees are encouraged to be candid and to ask any questions they may have regarding their separation. The exit interview is intended to give the employee a chance to speak freely concerning reasons for leaving Extension.

Exit interview data shall be compiled, summarized, and reported to the Executive Committee on a quarterly basis.

**4. Other Out-Processing Procedures:** Upon receipt of a notice of termination or letter of resignation, the employee's supervisor shall schedule a meeting for out-processing activities. The UW Extension Exit Process Checklist should be used for this meeting and possible follow-up. Matters to be reviewed or collected at this time are:

- Keys and key cards.
- Computer access authorization codes.
- Telephone cards or ID cards.
- Corporate credit cards.
- Forwarding address.
- Identification cards/badges.
- Return Employee Handbook.
- Arrange last paycheck and vacation pay.\*
- Insurance conversion and benefits continuation rights.\*

\* (Terminating employees will receive a letter from Staff Benefits Office with information about benefits. Employees will be paid all salary earned through the last day of work, including any accrued vacation as provided by union contract, classified personnel policies or unclassified personnel policies, **provided that all leave reports are up to date**. An appointment may be scheduled with the Benefits Officer in order to make benefit continuation elections and to terminate appropriate benefits.)

Exit processing forms include:  
Exit Process Checklist (available from your supervisor)

**Adopted - April, 1995**

## UW EXTENSION EXIT PROCESS CHECK LIST

Employee \_\_\_\_\_ Department \_\_\_\_\_

Termination Date \_\_\_\_\_ Exit Interview Date \_\_\_\_\_

Supervisor: Provide Exit Questionnaire, and assist employee in making an appointment with one of the following offices for an exit interview, and completing the tasks listed below.

\_\_\_\_Affirmative Action Office      \_\_\_\_Director of Personnel Services  
\_\_\_\_Classified Personnel Office    \_\_\_\_Secretary of the Faculty and Academic Staff

Exiting Employee:

- Complete Exit Questionnaire and bring it to Exit interview.
- Classified staff must complete final timesheet.
- Unclassified staff must complete final leave report and send to payroll office; discuss payment or transfer of vacation balance with payroll office.
- Arrange for last paycheck.
- Inform the payroll Office of any change of address so W-2 tax forms will be sent to the proper address at the end of the year.
- Benefits: A termination letter from the Staff Benefits Office with information about benefits will be sent to every exiting employee. If questions remain, the Benefits Office should be contacted for an appointment.
- Return keys and/or security cards.
- Return identification cards/badges.
- Notify appropriate computer personnel for purposes of computer authorization.
- Return telephone credit card.
- American Express Corporate Credit Card: Except in the case of retirement or continued employment within the UW System, a corporate credit card should be returned to the Payroll Office.
- Parking: remove decal from car window and take pieces to Parking Office for refund.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

Forwarding Address \_\_\_\_\_

**UW-EXTENSION  
EMPLOYEE EXIT QUESTIONNAIRE**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity/Race: \_\_\_\_\_ Age: \_\_\_\_\_ Disability: Yes \_\_\_ No \_\_\_

A. Please rate the following working conditions in your job with Extension.

	Fully Agree	Agree	Disagree	Strongly Disagree	N/A
1. My skills were used effectively.					
2. At time of hire my educational background was sufficient.					
3. At time of hire my knowledge of the job was sufficient.					
4. My orientation to the job was effective.					
5. My job training was adequate.					
6. My workload was reasonable.					
7. My equipment, supplies, and other resources were adequate.					
8. My work accomplishments were acknowledged.					
9. My request(s) for additional job training/professional development was met.					
10. My relationship with co-worker(s) was satisfactory.					

B. Please describe your perception of your supervisor.

	Always	Usually	Sometimes	Seldom	Never
1. Provided effective supervision.					
2. Clearly defined work standards and expectations.					
3. Gave fair and equal treatment.					
4. Was available to discuss job-related information.					
5. Provided useful work related information.					

6. Provided periodic performance feedback.					
7. Maintained consistent policies and practices.					
8. Provided recognition for good work.					
9. Encouraged cooperation among staff.					
10. Maintained a positive working environment.					
11. Conducted fair performance appraisals.					
12. Encouraged my advancement.					

C. How did you feel about your pay and benefits provided by Extension.

	Excellent	Good	Satisfactory	Poor	N/A
1. Performance Appraisal Program					
2. Job Classification					
3. Annual Salary Increases					
4. Vacation Leave					
5. Sick Leave					
6. Holidays					
7. Retirement					
8. Life Insurance					
9. Health Insurance					
10. Dental Insurance					
11. Parking					
12. Promotional Process/Advancement					
13. Other - Specify:					

D. General Comments:

1. Do you believe that the Affirmative Action Office and/or Personnel Department was accessible to you?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If not, why?

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2. Would you recommend employment with UW-Extension and the department you are leaving to a friend or relative?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If not, why?

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3. Would you return to work with Extension? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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4. Other comments:

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**I understand this information is confidential; however, I understand the information contained in this questionnaire may be revealed on a "need to know" basis. (See Confidentiality of Exit Process Information in the Exit Policy and Procedures.)**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exit Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

