

MAR 29 2013

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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SECTION: Human Resources
AREA: Employee Relations

Number: 02.04.09

SUBJECT: Exit Interviews (Interim)

I. PURPOSE AND SCOPE

The purpose of this document is to establish procedures for exit interviews in an effort to answer questions or concerns that may arise during the termination clearance procedure (MAPP 02.04.05). This exit interview process is also an effort to allow employees leaving the University an opportunity to express their concerns for improvements and critical needs to Human Resources. The data received will be reviewed, documented and relayed to the college/division business administrators as the needs arise.

II. EMPLOYEE RESPONSIBILITIES

A. ~~Upon Either before or upon~~ termination, each regular benefits eligible staff employee who is terminating, ~~or retiring, or taking a leave of absence without pay,~~ is responsible for settling all outstanding obligations and for securing the clearance indicated in MAPP 02.04.05.

B. ~~The Exit Interview process is an optional opportunity available to all terminating benefits eligible staff of the University of Houston. All exiting benefits eligible employees are encouraged to complete the Exit Interview questionnaire either on the Department of Human Resource's web site or in person in the Department of Human Resources by scheduling a meeting with a Human Resources Generalist.~~

C. ~~1. The exiting employee has a choice of completing an exit interview questionnaire or visiting the Human Resource Department Employee Relations Section to personally discuss their termination. All employees are encouraged to fill out the exit interview questionnaire whether their termination was voluntary or involuntary.~~

~~All exiting benefits eligible employees are encouraged to complete the form on the Human Resource Department's website, or come to the Human Resource Department to fill out the Exit Interview questionnaire.~~

III. DEPARTMENT RESPONSIBILITIES

As soon as notice of intent to terminate has been received from an employee, the employee's College or Division Business Administrator (CDBA) is responsible for initiating an electronic Personal Personnel Action Request (ePAR) Form and other terminating documents. Concurrently, the exiting employee should be notified of this exit interview process. The CDBA should encourage the employee to answer the questionnaire openly and honestly. The employee should also be informed that the answers to the exit interview questionnaire may will not be utilized in determining their termination status.

~~The exit survey may include, but is not limited to, the following questions:~~

A. ~~What was the determining factor in your decision to leave the university?~~

~~B. — Would you work for your department or the university again?~~

~~C. — What areas would you like to change at the university?~~

~~Could anything have been done to prevent your leaving the university?~~

IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Assistant Vice President for Executive Director, Department of
Human Resources

Review: Every three years, on or before October 1

V. APPROVAL

John Rudley
Executive Vice President for Administration and Finance

Jay Gogue
President

~~Approval date~~ Date of President's Approval: 9/06/05

~~Effective Date:~~ August 31, 2005

VI. REFERENCES

MAPP 02.04.05 - Termination Clearance
SAM 02.A.25 - Termination Clearance Guidelines
Termination Clearance Form
Electronic Personnel Action Request (ePAR) Form

~~Index Terms: — Voluntary Exit Interview~~
~~Termination Questionnaire~~

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	08/19/2005	Initial version
Interim	05/13/2011	Interim designation based on Texas Workforce Commission audit in 04/2011. Applied revised MAPP template and new Revision Log. Section II.B and C were removed; a sentence was added to Section II concerning filling in the exit interview questionnaire either online or in person at the Human Resources Department. Added Electronic Personal Action Request (ePAR) to Section III. Changed responsible party. Added hyperlinks as needed

<u>2</u>	<u>TBD</u>	<u>This MAPP is being submitted for review and approval to remove the Interim designation. Made minor redlines to Section II, including the employee's alternative choice to schedule an exit meeting with a Human Resources Generalist. Removed the exit survey information from Section III. Removed Index terms. Added Termination Clearance Form and Electronic Personnel Action Request (ePAR) Form to Section VI, References</u>
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