



ADMINISTRATION/FINANCE & PERSONNEL REPORT

To: Council

Meeting Date: January 14, 2025

Prepared by: Rik Louwagie
Chief Administrative Officer

Date Prepared: December 20, 2024

Subject: Exit Interview Policy Revisions

Recommendation:

That the Council of the Township of Wellesley approve revisions to Administration Policy #29 titled Exit Interview Policy as outlined in this report and attachment.

Summary:

The Exit Interview Policy was developed approximately 10 years ago when the Township was not utilizing a dedicated Human Resources (HR) person. With changes that have taken place with HR and position titles at the Township, it is necessary to update the policy to reflect these changes.

Report:

The Township of Wellesley began utilizing the services of an HR consultant in 2021. This has proven to be a benefit to the Township by separating management from key HR responsibilities.

Exit interviews were first offered to employees in 2012. Since then, there have been changes to the organizational structure, position titles, and HR portfolio. As a result of these changes, a refresh of the policy was necessary.

The process for exit interviews remains unchanged other than the interview is now performed by the HR consultant and the interviewee has the option of requesting the Mayor be present.

Township Strategic Plan:

N/A

Financial Implications:

N/A

Other Department / Agency Comments:

N/A

Legal Considerations:

N/A

Attachment(s):

Red Lined Exit Interview Policy



Township of Wellesley

Subject: Exit Interviews

Date of Last Approved Revision: Jan 2012

Policy Number 29

Approved by:

This policy applies to: All Township employees including regular full-time, part time and temporary employees.

Policy Statement: The Township of Wellesley is committed to attracting and retaining high quality employees for its workforce. In support of this policy, voluntary exit interviews will be conducted when an employee is preparing to leave employment, with the goal of identifying factors or trends that may have contributed to the decision to leave employment, and subsequently for improving the ability to respond to employee issues and retain employees.

Procedure:

1. An exit interview will be conducted by ~~the Executive Director of Operations and the Chair of the Personnel Committee of Council~~ **Human Resources** with every regular full-time employee who resigns from their position. **The departing employee may request the presence of the CAO or Mayor in their exit interview if desired.**
2. ~~For positions that fall within the reporting structure of the Executive Director of Operations, the exit interview would be conducted by the Chair of the human Resources Committee and the Chair of the Personnel Committee of Council.~~
3. The interview will occur prior to the employee's last day of employment.
4. Exit interviews are voluntary.
5. All part-time and temporary employees will be asked to complete an exit survey.
6. In accordance with Section 14 of the *Municipal Freedom of Information and Protection of Privacy Act*, exit interview notes and complete survey questionnaires will be considered confidential.
7. All exit interview notes and completed survey questionnaires will be sent to the **CAO for review and** added to the Caucus agenda.
8. If the interviewer(s) identify an issue that suggests a breach of any township policy (such as Health and Safety, Harassment and Discrimination, Code of Conduct) or any law, it will be investigated immediately.
9. If the interviewer(s) identify an issue that could be addressed, to improve the departing employees' image of the Township of Wellesley, or dissuade him or her from leaving, this will be raised with management immediately.
10. While respecting an employee's request for confidentiality, with discretion, the ~~Executive Director of Operations~~ **CAO** will refer to significant problems or improvement suggestions brought up in exit interviews and surveys to the applicable Director for issues within the Department or with Human Resources ~~Committee~~ for issues of a corporate or policy nature.
11. If necessary, Human Resources ~~Committee~~ will review the issues and develop strategies and initiatives to resolve problems and implement improvements.
12. If necessary, the **CAO** and Human Resources ~~Committee~~ will prepare and recommend program initiatives or policies to ~~the Personnel Committee of Council~~ **Council**.