345: Exit Interviews, Resignations, Rehires

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Section: Human Resources
Subject: Exit Interviews, Resignations, Rehires
Approved by: Eddie Faircloth
Effective Date: 19 October 2000
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Policy Owner: Director of Human Resources

Policy

Scope: All employees

1. Whenever possible, exit interviews are to be conducted with each resigning employee at the employment site and recorded. The purpose of such an interview is to determine:
    1. The reason for any employee's resignation;
    2. Any Company policy or practice which should be improved;
    3. What the employee thinks about the Company.

Information contained in the exit interview will be of most value if it can be utilized to correct any deficiencies that cause employees to resign.

Procedure

1. Service Center
    - The General Manager will conduct the Exit Interview. The General Manager will document all resignation information and send it to the Corporate office with Termination Papers and appropriate comments and/or suggestions.
2. Corporate Office

- Once a Department Manager is advised of the intended termination of any employee, he should refer the employee to the Operations Department, Executive Vice President and the President for an exit interview.

Resignation

Before an employee leaves our Company, every attempt should be made by Management to obtain a letter of resignation. The letter should contain an explanation of the reason for resignation.

Rehire

Personnel who voluntarily resign may be considered for re-employment, pending prior approval of the Regional/Divisional Manager and/or the President. If re-employed, such employees are not given credit for their prior service, and they must re-qualify for benefits. Exception: Employees who have been gone from the Company for less than 30 days may be reinstated with no loss of service, and their benefits may be reinstated immediately.

Personnel who are discharged for cause or who otherwise are determined to be ineligible for rehire at termination, will not be re-employed without the expressed written approval of the President.

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