

# School District 50: Haida Gwaii/Queen Charlotte

**Policy Subject:** EXIT SURVEY FOR EMPLOYEES

**Date Passed:** April 2006

**Date Amended:** NA

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Policy No. 1300

Date Approved: April, 2006

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## POLICY

The Board of School District No. 50 (Haida Gwaii/Queen Charlotte) believes an Exit Survey will help retain employees by providing useful information concerning reasons for leaving the employ of the Board. The Exit Survey process is one that begins when an employee resigns from his/her current position in School District No. 50.

## PROCEDURE

The Exit Survey will help determine strengths and/or weaknesses that exist, from an employee's point of view, in the district, school or department. This knowledge will assist the District to develop practices to overcome identified weaknesses.

The results of the Exit Survey process will help the School District retain more employees, as they become more satisfied with their work life within School District No. 50.

Whenever an employee resigns an Acceptance of Resignation letter will be sent to the employee containing an Exit Survey. Once the employee is provided with the Exit Survey, they are responsible for completing the survey and returning it in the envelope enclosed.

The information gathered from the Exit Survey is confidential. The Superintendent of Schools will compile the information and provide feedback to the Board of School Trustees and management personnel. In order that individual comments cannot be tracked, at least three (3) employee exit surveys will need to be completed before the information will be given to school/departments.

School District management will assist in interpreting the information gained from the Exit Survey and creating strategies to overcome any weaknesses that were identified by the Exit Survey.

Please see attached PDF for Employee Exit Survey