

Dietrich School District #314

Board Policy 5355 Personnel	Status: Adopted
Original Adopted Date: October 15, 2024 Last Reviewed Date: Last Revised Date:	

This Form survey is to be used for all willing staff members to complete at the time they choose to leave the Dietrich School District for any reason. This survey will be used solely for the improvement of District policies, procedures, and work environment.

1. What is the reason that you chose to end employment with Dietrich School District?
2. Are you planning to continue to work in the professional field that you were employed for at Dietrich School District?
3. Who will be your new employer?
4. Their new employer, if applicable;
5. Aspects of their job that made them more likely to remain in their position an aspects that made them more likely to leave;
6. Areas where the employee believes the District is performing well;
7. Areas the employee believes the District could improve;
8. The demographics of the employee; and
9. The employee’s department and/or work site.

To ensure candid responses, the District shall keep responses confidential and shall refrain from retaliating against any former employee for their responses to the survey or interview. Exiting employees should be informed of the level of confidentiality of their responses prior to asking the survey or interview questions. The survey or interview notes will not include the employee’s name, but may include whether the employee held a classified or certified position.

If feasible, the survey or interview will be administered by someone other than the employee’s direct supervisor. If an employee would like to do an exit interview it can be administered by administration and or the board of trustees at the employee's request. Documentation from survey and or interview will be kept in a confidential file in the Superintendent's office. Documentation will not be placed in the employee's personnel file.

The Board and administration shall examine information gleaned from such surveys or interviews and work to address issues identified through them.

Policy History:

Adopted on:

Revised on:

Reviewed on: