



Policy and Procedure # 691

Employee Turnover Trend Tracking/Exit Procedures

Approval: _____ Effective Date: 5/10/24

POLICY:

Our goal at EFI is to attract and retain highly qualified and productive employees. In the event an employee leaves EFI either voluntary or involuntary EFI shall abide by certain procedures.

PROCEDURE: When an employee leaves EFI voluntary or involuntary the following steps shall be taken on the day of separation.

1. EFI property receipt shall be initiated by the employee upon return of any EFI keys, cell phones, gas cards, or any other property of EFI. This applies to both voluntary and involuntary.
2. Whenever possible the Human Resources director shall conduct an exit interview with the departing employee during their last day on the job. If this is not possible, a phone interview shall be conducted within one week. Information gathered from exit interviews shall be compiled and tracked by HR. Exit interviews give a snapshot of how an employee thinks and feels and what can be done to improve the business and the overall morale of its employees. Exit interviews are not given to those terminated as the Executive Director/HR Director is aware of the circumstances of said termination. When an employee is terminated that employee will be escorted out of the building immediately.
3. Once an employee has left EFI the HR director shall send out an e-mail stating that he/she is no longer an employee of EFI and when visiting the Kimbel Building they will be treated as a visitor which requires them to use the front entrance and sign in. For the security of EFI employees in the Kimbel Building the door code will be changed and a notification of the new door code sent out before the close of business day.
4. Per EFI policy #715 if an employee decides to leave EFI he/she may only be paid for their accrued PT if they give two weeks written notice (resignation forms are located in the mailroom at the KB) of their intent to leave and all scheduled days during that two weeks must be worked unless already approved as PT. Under no circumstances will the employee be paid their accrued PT if they are terminated for cause including abandonment of employment.
5. EFI does not offer paid medical benefits to hourly employees, for this reason COBRA cannot be offered unless it is a salaried employee and he/she has not been terminated for gross misconduct.