

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 02	Employment		
Section 11	Exit Interviews		
Revised By:	Nate Mara, City Manager	Revised Date:	October 13, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

02.11 Exit Interviews

The City provides separating employees with an exit interview prior to their last day of work. The purpose of the exit interview is to finalize all compensation due, return City equipment, provide explanation of any continuing benefits, review employment history, discuss the reason(s) for the separation, and solicit constructive feedback to improve the City. The Director of Human Resources or their designee shall initiate gathering information through an Exit Interview Form provided to the terminating employee and a complete a Termination Checklist which is then sent to the previous supervisor of the terminated employee for completion. Both forms are located on the City of Decatur website.

Exit interviews are conducted by the Director of Human Resources or their designee. Information discussed during the exit interview may be shared with the City Manager’s office and acted upon as deemed appropriate by the City.

Department Directors or their designees are responsible for promptly notifying the Director of Human Resources or their designee of all separations, arranging for the exit interview, and providing documentation of receipt of all departmental and/or City property from the exiting employee.

Failure to timely return all City-issued property will result in delay of a final paycheck. The cost of assigned property which is not returned at the time of termination will be deducted from the final check, so long as pay is not reduced below the federal minimum wage.