

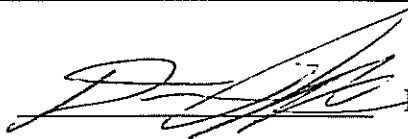

Scotts Valley Fire Protection District	Policy: 904
Subject: Exit Interview	ADOPTED: August 11, 2004

Policy 904: Exit Interview

The Exit Interview represents a prime opportunity to gain candid information on employment conditions within the District. The Scotts Valley FPD is interested in gaining important feedback on the strengths and weaknesses of the District (as perceived by the individual). The Exit Interview may also provide an opportunity for a departing member to bring forward any allegations (i.e., discrimination or harassment) should they exist.

The following questions will be asked at the Exit Interview:

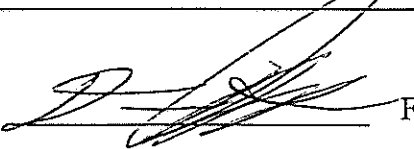
1. Specifically, why are you leaving Scotts Valley FPD (if termination is voluntary)?
2. Do you believe you were treated fairly while with the District?
3. Did you feel valued as a member?
4. What aspects of your job were most satisfying?
5. What did you like most about your job and / or association with Scotts Valley FPD?
6. What did you like least about your job and / or association with Scotts Valley FPD?
7. Do you have any suggestions for improving work conditions, productivity, or morale?
8. Do you have any recommendations for improving the District's training and personnel development programs?
9. Please comment on your working relationship with your supervisor.
10. Was your supervisor supportive and communicative with you?
11. Did your supervisor seek your input on issues affecting your work?
12. How frequently did you have discussions with your supervisor(s) about your career goals?
13. How would you evaluate the performance of your supervisor(s)?
14. How would you describe employee / volunteer morale within the District? What factors influence your answer?
15. Please comment on the member benefit plans. Did the benefits meet your needs sufficiently? Are there other benefits that could have been offered?
16. Were you ever denied benefits that you thought you were entitled to receive?
17. Do you know of any unreported workplace related accidents, injuries, or illnesses involving yourself or others?

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18. During your employment or affiliation, did you understand the District's policies and reporting procedures / grievance procedures?
19. Did you observe or were you personally subjected to work-related harassment during your employment or affiliation with the District?
20. During your employment or affiliation with Scotts Valley FPD, did you ever think that you were discriminated or retaliated against because of your race, color, religion, sex, religion, age, national origin, veteran status, disability, or for filing a workers' compensation or disability claim? If so, please explain in detail these circumstances.
21. Any additional comments?

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