

POLICY

Number: 30-19
Title: Exit Interview
Original Approval Date:
Area Commission Review:
Last Revision: 11/19/24

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Human Resource Services

Other: Section 59-53-20 of the 1976 Code of Laws of South Carolina, as amended

Policy Description

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of Florence-Darlington Technical College that all terminating employees will participate in an Exit Interview Program. The Exit Interview Program is designated to identify the reason for separation, explain the details on termination of employee benefits to the terminating employee, and to ensure the return of all college property and necessary records.

Files on all exit interviews shall be maintained and summarized by the Human Resources Department and shall be available to the College upon request.