

Chapter: Volunteer Management
Title: Separation

Effective Date: 10/7/08, T-10
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New

ACA Standard(s): N/A

(a) **Policy.**

The community relations coordinator will accept the resignation of volunteers and provide the separating volunteer with an opportunity to evaluate their experience through an exit interview.

(b) **Procedures.**

The community relations coordinator will:

- (1) conduct an exit interview using the Volunteer Exit Interview form (VLS-027), whenever possible;
 - (2) obtain the volunteer photo identification badge;
 - (3) remove the volunteer from the active roster;
 - (4) file any disciplinary documentation and the exit interview form in the volunteer's personnel file;
 - (5) close the volunteer's personnel file and deactivate the electronic personnel record in Volunteer Tracker.
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