

## **EXIT INTERVIEW**

All employees are encouraged to schedule an appointment for an exit interview with the Department of Human Resources before leaving the City. Exit interviews are one of the best ways to get true and honest feedback from employees. Your honest feedback will not result in repercussions, and statements made during an exit interview will not be used to prevent future eligibility for rehire. The exit interview is an integral part of the City's employee retention efforts. We are always looking for ways to keep our key employees and we certainly value your feedback.

Your departmental payroll clerk will provide you with the following important information concerning your benefits when you terminate your employment with the City as follows:

- **Medical Insurance** – You may continue your current medical insurance under the COBRA provisions. Retiring employees with 20 years of City service credited into the Virginia Retirement System may be eligible to continue on the City's group plan. Please see your departmental payroll clerk for further information.
- **VRS Retirement** – You are eligible to withdraw the City's contribution made on your behalf. If you do so, however, you will lose your service credit toward VRS retirement. Please see your departmental payroll clerk for the necessary forms.
- **VRS Life Insurance** – This coverage will terminate with employment; however, you may convert it to an individual life insurance plan with Minnesota Life of Virginia. For further information, please call VRS at 804-344-3191.
- **ICMA Deferred Compensation** – You may keep your funds in your account, withdraw your funds or transfer your funds to another qualified plan. For further information, please call ICMA at 800-669-7400.