



STAFF TRANSITIONS IN 5 STEPS

1. STAFF - At Bayside, it's our culture to raise up leaders. We do this to build future campuses and succession planning. Before you talk to someone about leaving your current position, identify leaders who are ready to step into your role. This is a required step before making a transition. Your first conversation is with your manager before talking to anyone else.
 2. MANAGER CONVERSATION - If you have a position open in your department and you believe a staff member in another department or campus may be a great fit, have a conversation with their manager and Resourcing Director first.
 3. TIME IN POSITION - When looking at staff in other departments or campuses, take into consideration how long they have been in their current position. Staff should not transition to another role within their first 12 months of employment.
 4. INITIATIVES & PROJECTS - When talking to their current manager, ask about any Initiatives and Projects they are currently working on that may impact the timeline for their transition.
 5. PANEL INTERVIEW - Staff transitioning into another area of ministry must complete a panel interview and receive unanimous approval in order to transition.
 6. TRANSITION TIME - If it all goes well and a staff member is making a transition, please discuss the timeline for transition upfront. As a rule of thumb, our transition time within Bayside is 30 days.
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