

Managers Staff Departure Checklist

Please use this checklist as a guide to help your staff have a smooth transition:

- Obtain resignation in writing to include the last day of employment.
- Notify Staff Resourcing of resignation and effective date, please send a copy of resignation letter.
- Implement a transition plan with other staff and key ministry leaders to ensure ministry excellence during the transition.
- Ensure that all **Nexonia** expenses have been uploaded, coded and submitted prior to the last day of employment.
- Remind staff members to complete or re-assign any incomplete **PCO Workflows** to another team member or manager.
- Remind staff members to transfer any ministry-related documents from their **Google Drive** to you or another team member.
 - Managers and/or replacement staff will be granted *Delegated Access* to their email after their last day of employment. If access to Google Drive files is needed, an IT Support ticket needs to be submitted requesting files to be transferred.
- Re-assign any **Wufoo** forms to another team member.
- 1-2 days before their last day:** you can collect Bayside property; laptop (including power cord), lanyards, credit card and keys/fob and return to Staff Resourcing (keys/fob can also be returned to facilities and credit card to finance.)

When a Staff Member resigns, Staff Resourcing will meet with the staff member to conduct an Exit Interview.

***1 week before the Staff Member's last day:** Send appropriate communication to staff, ministry leaders and others impacted by the transition. This does not need to be sent to all campuses. **Please customize your communication beyond this.** *Sample email below.*

**required if transition affects Globally*

Dear Staff &/ Ministry Leaders,

As you all know, it is our heart and desire at Bayside that everyone be released into their God-given purpose. It is with excitement (and a bit of sadness for me) that I announce to you that STAFF NAME will be doing just that! STAFF NAME will be leaving HIS/HER position as POSITION TITLE to walk forward in the next step God is calling HIM/HER to. STAFF NAME has served Bayside faithfully and HIS/HER presence will be greatly missed; however, we are filled with excitement for all that God is going to use HIM/HER to do. STAFF NAME last day is this WEEKDAY, DATE, so please be sure to congratulate HIM/HER on HIS/HER new adventure. Join me in celebrating HIM/HER future and praying for God's blessing over HIS/HER every step.

We will miss you!