



Supervisor Offboarding Checklist

After You've Received Notice

- Determine the outgoing employee's last day and final paycheck.

Communication

- Notify Immediately and Include Timeline:
 - Executive Pastor (Jerry Dominic)
 - HR Team (Sandy Graan AND Kristen King)
 - Comms Director (Andrea Krick)
- Work with Comms Director to think through your plan
 - When are you notifying your team?
 - Will this be announced in staff meeting?
 - Does an email need to go to volunteer teams, partners or all-campus?

RADIUS Materials that Need to Be Collected by their Last Day

- Laptop – Please return to Andy Ott.
- Fob(s) – Please return CV, SL & SS fobs to Steven Bozard. Please return LX & WK fobs to Shelly Lawson.
- Credit Card – Please return to Heidi Rousseau
- Ask if there is any other RADIUS property that they need to turn in.

HR Team Responsibilities

- Notify employee when their last paycheck will be and benefits continuation options.
- Terminate employee in the payroll system after they have received their final paycheck.
- Remove employee from insurance and retirement.
- Reach out to Reliable to initiate closing the employee's email 2 weeks after their last day.
- Remove employee from the website with the Comms Team.
- Remove CCB access and admin permissions.
- Freeze/cancel their credit card.