

What to Do When an Employee Is Leaving

Use this checklist when a locally funded employee is resigning or you are ending their employment. Timely coordination with SECC Human Resources (HR) ensures compliance and a smooth transition.

STEP 1: Notify Human Resources Immediately

As soon as you know someone is leaving, or you're considering ending their employment, please contact the HR Department. Timely coordination with SECC HR ensures compliance and a smooth transition.

If You Are Ending Their Employment (i.e. termination for cause, reduction in force):

- **IMPERATIVE: Contact HR before having any conversation with the employee.**
- HR will walk you through each required step, including a formal termination review, to confirm the action is appropriate and handled in a way that protects both the church or school and the employee under the law.
 - Please note that you might be responsible for providing a lump sum retirement allowance for employees meeting certain criteria.
- Once termination is approved via HR, submit a Personnel Action Request.

If the Employee Is Resigning:

- Ask them to provide a written resignation. An email is fine.
- Submit the resignation letter and a Personnel Action Request (must include their last day of work) to HR.

STEP 2: Final Timecard & Pay

- Submit a final approved time card to SECC that ensures we can comply with California law which states:
 - Final pay is due on the last day worked if the employee was terminated or gave at least 72 hours' notice of resignation.
 - If less than 72 hours' notice is given, final pay is due within 72 hours.
 - Final pay must be delivered in person on their final day unless they give written permission to receive it via mail or direct deposit.

STEP 3: Wrap Up Site Items & Access

- Make sure the employee returns any:
 - Keys, badges, access cards, devices
 - Church or school credit cards or banking materials
 - Files or confidential info

- Also, site administrators should:
 - Remove their access to systems (email, shared drives, student databases, etc.)
 - Let others at the site know (staff, members, volunteers) when appropriate

STEP 4 (Optional): Exit Conversation

This isn't required, but it can be a helpful way to say thank you, learn why they're leaving, and offer prayer or support for their next steps.

Here are some sample questions you might use to guide that conversation. You don't need to ask all of them—just what feels natural.

- What caused you to consider leaving your position?
- How do you feel about leaving?
- What are the highlights of your time working here?
- What were the biggest challenges you faced?
- What are some things we could do to better support employees?
- How would you describe your working relationship with site leadership?
- Would you recommend someone to work here? Why or why not?