

Staff Transition Communication Policy

When a staff member joins the staff, moves departments, or transitions off of staff, Harvest aims to be intentional with who and how to communicate the transition. Though sometimes this is a delicate process and at times requires much discernment, we want to abide by a standard of communication based on the position of the employee.

Below is the policy for staff transition communication (with HR approval):

Job Position	Communication
XLT / Campus Pastors	Elder Update webpage - with link to resignation letter
	Weekend service announcement, email to all staff
JLT / APAC	Email from boss to all staff / Elder meeting, packet update
All other employees	Email from boss to appropriate departments

When to send the communication?

- When a staff member joins the staff, the communication should be sent the week before joining, if possible.
- When a staff transition is a *voluntary resignation* or a *department transition*, the communication is to be sent as soon as the staff responsibilities are transferred.
- When a staff transition is *involuntary but not due to a policy violation or job performance* (ie: job elimination), the communication is to be sent the same day as the exit but before the staff member exits the building.
- When a staff transition is *involuntary due to a policy violation or job performance*, the communication it to be sent after the staff member exits the building.

Email communication about staff transitions should be approved by Human Resources before being sent. For help in communication, these transitions will attempt to be organized around regular elder meetings and updated timeframes.

In some transitions, special circumstances may require additional or different types of a communication. These instances are to be approved by XLT.