SOP: End-of-Season Staff Offboarding and Exit Procedures

Purpose:

This SOP details the **end-of-season staff offboarding and exit procedures**, encompassing steps such as final work performance reviews, return of company property, completion of exit interviews, settlement of outstanding payments, deactivation of access credentials, and documentation of employee separation. The purpose is to ensure a smooth and compliant transition for departing staff, maintain organizational security, and gather valuable feedback for continuous improvement.

Scope

This SOP applies to all seasonal staff and relevant managers or HR team members involved in the offboarding process at the end of each operational season.

Roles & Responsibilities

Role	Responsibilities
HR Manager	Oversees offboarding, conducts exit interviews, manages documentation and payment settlements.
Department Supervisor	Completes performance review and ensures return of department-issued equipment.
IT/Admin	Deactivates system access and collects company credentials.
Departing Staff	Returns company property, attends exit interview, and completes required forms.

Procedures

1. **Notification of End of Season**
   Staff are formally notified of seasonal end dates at least two weeks in advance.
2. **Final Work Performance Review**
   Supervisors complete and discuss final reviews with staff, highlighting achievements and growth areas.
3. **Collection of Company Property**
   - Staff must return uniforms, ID badges, tools, electronic devices, keys, etc.
   - Supervisors and IT/Admin verify and document returned items.
4. **Exit Interview**
   - HR schedules and conducts exit interviews with the departing staff.
   - Feedback and suggestions are confidential and used for process improvement.
5. **Settlement of Outstanding Payments**
   - HR reviews and processes any outstanding wages, unused leave payments, and other payroll adjustments.
6. **Deactivation of Access Credentials**
   - IT/Admin removes access to email, databases, physical access cards, and other company systems on or before the last working day.
7. **Documentation of Separation**
   - All forms (property checklist, exit interview notes, payment acknowledgments) are signed and filed in the employee's personnel file.

Records

- Signed performance review forms
- Property/item return checklist
- Exit interview documentation
- Final pay confirmation
- Separation/termination forms

References

- Company Employee Handbook
- IT Security Policy
- HR Policy Manual