



## Ending Employment Checklist & Information

**Please print this checklist and review it with your supervisor.**  
**Items with a checkbox are action items you need to complete.**

**Retirement Email:** Please email your supervisor and [FSC.Personnel@navigators.org](mailto:FSC.Personnel@navigators.org) and be sure to include the following information:

1. **End date (i.e., your last day):** Your preferred last day of work including a resignation reason of “Retirement.” The FSC Personnel Team will then communicate back to you regarding an end date that will coincide with the end of a pay period. You can also view pay period dates on the [payroll schedule](#) for your reference.
2. **Spouse Paid/Nav Associate Staff:** If you are married and your spouse is also on staff (either paid or Nav Associate), please notify us if he/she is no longer going to be on staff.
3. **Staff to assign 1/3<sup>rd</sup> of any surplus funds in your cost center to if you fully retire.** Please note that we must know which staff to assign 1/3<sup>rd</sup> of your account balance to by the last day of your employment. If you fail to provide us with that information, 2/3rds of any remaining surplus in your cost center will be assigned to your mission’s Staff Assistance Fund.

**Submit a Final Workday Expense Report:** Before your end date, you will need to submit your last expense report for ministry reimbursements. ***Please make this a priority before your last day of work.*** If you are unable to submit all your expenses prior to your last day, please contact [AP.Team@navigators.org](mailto:AP.Team@navigators.org) to notify them of the names and amounts of any outstanding ministry reimbursements.

**Ministry Account Balance:** Any remaining positive or negative balance will be divided per The Navigators End Staff Distributions procedure, which is as follows for staff who are fully retiring and thus, closing their account (i.e., not retiring to Nav Associate staff):

- 1/2: to staff of your choice
  - Note: we need to know which staff to assign 1/2 of your remaining surplus to by your end date. Otherwise, any surplus will be sent to your Missions Staff Assistance Fund.
- 1/2: to your missions Staff Assistance Fund
  - If you are retiring from the Encore Mission, \$500.00 will be sent to the Caleb Group

**Communicate With Your Donors:** If you are retiring and haven’t done so already, please make sure to mail your final newsletter and clearly communicate to your donors what your plans are. If your cost center is in deficit, it will stay open for 8 weeks to allow any incoming donations to address your deficit. After 8 weeks, your cost center will be closed. Please note, The Navigators does not terminate a donor’s donations. If/when they would like to end their gifts, they can do so by contacting the Ministry Partner Care team at [Ministrypartnercare@navigators.org](mailto:Ministrypartnercare@navigators.org), calling (866) 568-7827 (toll free), or by logging into their donor page. ***Please note:*** The Navigators is **not** able to return any donations, so please help represent The Navigators well by communicating clearly with your donors.

**Complete Exit Survey:** You will be receiving an email from Human Resources asking you to provide feedback about your employment experience. Your feedback is very important, so please make it a priority to complete this survey. If you wish, you can also indicate your desire to meet with Mission leadership and/or Human Resources on the survey.

**Transfer to Caleb Group:** If you are age 62 or older, and if you have been on staff with The Navigators for 10 years or more, and if you have recently retired, and if you have closed your ministry account, you are eligible to join the Caleb Group. In addition to the relational benefits of being in Caleb Group, members receive continued access to Glen Eyrie, NavPress discounts, a membership card, and the Caleb Group newsletter. Enrollment in Caleb Group is automatic upon retirement and is available to spouses of retired or deceased staff.