## **Classroom Staff Leaving the Program**

**Policy**

Follow the NMCAA Personnel Policies and additional guidance provided by State and Federal entities.

## **Staff Departure Procedures**

## Notify the Human Resources Department by completing and submitting a Personnel Action Form (PAF).

## HR Director will notify the IT Department for cancellation of agency email.

## HR Director will notify the Administrative Coordinator to disconnect the individual from the classroom(s) they are associated with on the miltcpartnership.org site.

## HR Director will notify DMT to disconnect the individual from ChildPlus.

## HR Director will notify Program Support, the Data Analysis Coordinator, and Business Office Personnel.

## Encourage the employee leaving the program to complete an exit interview survey at nmcaa.net.

## Click on tabs: About Us Additional Resources Additional Resources Exit Interview

## Collect keys and agency issued credit cards using the Key, Credit Card, and Technology Monitoring Form for guidance.

## Arrange for locks/keys to be changed if necessary. Make arrangements to reprogram lock box codes if needed.

## Make arrangements to remove the past employee’s name from accounts or cards.

## Follow the process to ensure proper compensation of time worked.

## Contact LARA (cc: Kaylee Lovejoy on your email) and the ISD as required.

* Within 5 business days, the licensee shall notify LARA of the separation of a licensee designee, program director, or a central administrator approved under R400.8113(12) and a plan for replacement of the individual. A substitute program director shall be appointed for a program director who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute program director shall at least meet the qualifications of lead caregiver. The department shall be notified when a substitute program director is appointed.

## Inform other team members, building staff, or collaborators as needed.

## Contact the Education Coach to disconnect the individual from Learning Genie.

## Contact the Education Manager to delete the staff person’s name from the Teaching Strategies GOLD system.

**\*Refer to Key, Card and Technology Monitoring Form for information regarding staff that has access to agency property.**

References: R400.8110, R 400.8113, GSRP Implementation Manual