

Developer Offboarding

Developer Offboarding Guide

Project: Bilko Version: 0.1 Date: 2026-02-23 Author: Ops Architect Status: Draft Reviewers: Alem Bašić

Document History

Version	Date	Author	Changes
0.1	2026-02-23	Ops Architect	Initial draft

Overview

This guide covers the process for offboarding a developer from the Bilko project. Complete all items within 5 business days of the developer's last working day. The offboarding manager is responsible for completing the checklist.

Offboarding manager: Alem Bašić (or designated Tech Lead) **Required:** All P0 items must be completed on the developer's last day or before

1. Pre-Offboarding (2 Weeks Before Last Day)

Knowledge Transfer

- Developer documents all work-in-progress in GitHub Issues or Mission Control

- Developer reviews open PRs — complete or hand off each one
- Developer documents any undocumented systems or processes they own
- Knowledge transfer sessions scheduled (30 min per significant area)
- Access to any personal accounts used for Bilko work shared or transferred

Codebase Handoff

- All local branches pushed to GitHub (or explicitly discarded)
 - All work-in-progress committed or stashed in a handoff branch: `handoff/<name>-<date>`
 - Any local configuration or environment modifications documented
 - Developer reviews CLAUDE.md files they may have modified — confirm still accurate
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2. Last Day Checklist

P0 — Complete on Last Day

GitHub Access

- All open PRs reviewed: merge, close with explanation, or assign to another developer
- GitHub organization membership removed: GitHub → Organization Settings → Members → Remove
- Repository-specific access revoked (if different from org membership)

Infrastructure Access

- Railway access removed: Railway → Project → Settings → Members → Remove
- Vercel access removed: Vercel → Team Settings → Members → Remove
- Cloudflare access removed (if granted): Cloudflare → Account → Manage account → Members

Secrets and Credentials

- Any personal API tokens/PATs used for Bilko rotated immediately
- Verify developer does not have production secrets stored locally (confirm via discussion)
- If developer had production Railway access: rotate all production secrets:
 - `JWT_SECRET` (this invalidates all user sessions — notify users)
 - `JWT_REFRESH_SECRET`

- `SENDGRID_API_KEY` (only if developer had SendGrid access)
- `R2_ACCESS_KEY_ID` / `R2_SECRET_ACCESS_KEY` (only if developer had R2 access)

Communication

- Developer removed from Slack #bilko-dev and #bilko-deploys
 - GitHub Issues/PRs reassigned from developer to active team members
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3. Post-Offboarding (Within 5 Business Days)

Audit

- Review audit log (Railway logs) for any unusual activity in last 30 days
- Review `LoggedAction` table for developer's user ID (if they had production access)
- Verify no unauthorized changes to production configuration
- Review GitHub audit log for developer's last week of activity

Documentation Update

- Developer removed from team roster / org chart
- Any documentation with developer's name as contact updated
- On-call rotation updated if developer was on-call
- `CLAUDE.md` files updated if developer was listed as a contact

Knowledge Gap Assessment

- Identify any areas where the developer was the sole owner
 - Create GitHub Issues for knowledge gaps that need documentation
 - Assign ownership of developer's areas to remaining team members
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4. Offboarding Checklist (Per Developer)

Create a copy of this section for each offboarding:

Developer: _____ **Last working day:** YYYY-MM-DD **Offboarding manager:**

Access Revocation Log

System	Access Removed	Date	By
GitHub	<input type="checkbox"/> Yes		
Railway	<input type="checkbox"/> Yes		
Vercel	<input type="checkbox"/> Yes		
Cloudflare	<input type="checkbox"/> N/A or <input type="checkbox"/> Yes		
Sentry	<input type="checkbox"/> N/A or <input type="checkbox"/> Yes		
Slack	<input type="checkbox"/> Yes		
BetterStack	<input type="checkbox"/> N/A or <input type="checkbox"/> Yes		

Secret Rotation (if developer had production access)

Secret	Rotated	Date	Notes
JWT_SECRET	<input type="checkbox"/> Yes / <input type="checkbox"/> N/A		Users notified: Yes/No
JWT_REFRESH_SECRET	<input type="checkbox"/> Yes / <input type="checkbox"/> N/A		
Other: _____	<input type="checkbox"/> Yes / <input type="checkbox"/> N/A		

Open Work Disposition

Item	Type	Disposition	Assigned To
PR #XXX	Pull Request	Merged / Closed / Reassigned	
Issue #XXX	GitHub Issue	Closed / Reassigned	
[Feature X]	WIP	Handoff branch created	

5. Data Retention

Per GDPR Article 17 and Bilko data retention policy:

- Developer's commits remain in git history (normal — cannot be removed without rebasing)
 - Developer's user account in `bilko_prod` database: mark as inactive (do not delete — audit trail)
 - `LoggedAction` audit records: retained indefinitely (regulatory requirement)
 - Personal data of the developer stored in Bilko systems: delete per GDPR right to erasure if requested
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Approval

Role	Name	Date	Signature
Offboarding Manager			
Approver	Alem Bašić		

Revision #3

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