## **TERMINATION ACTION CHECKLIST**

### **Pre- Termination Concerns:**

- 0 Issue appropriate warning notices
- 0 Apply progressive discipline
- O Allow employee the opportunity to correct performance
- 0 Consider mitigating factors
- O Consider overall record (length and quality of service)
- 0 Conduct an objective review

# Notification

- 0 Obtain management approval
- 0 Send termination letter
- 0 Inform personnel department
- 0 Inform payroll
- 0 Include copies of all termination documents in employee's personnel file

### **Discussion with Employee**

Ensure that the employee understands each of these areas of concerns and how it applies to him or her.

- 0 Severance package
- 0 Benefits package
- 0 Trade secrets and patents
- 0 Confidentiality
- 0 Renewal of company documents
- 0 Employment with competitors
- 0 Reference policy

## **Termination**

- 0 Inform other staff
- 0 Recover company property
  - 0 Office Keys
  - 0 ID Card
  - 0 Uniform
  - 0 Company documents and all copies
  - 0 Computer disks
  - 0 Computer books
  - 0 All Client Files/ Company property
  - 0 Safety equipment
  - 0 Tools
  - 0 Company vehicle
  - 0 Company cell Phone/Pager
  - 0 Company vehicle keys
  - 0 Company credit card
- 0 Deliver Record of Employment form (available at government offices)
- 0 Deliver final paycheck (manual/hand check not direct deposit)
- 0 Conduct Exit Interview