

TERMINATION ACTION CHECKLIST

Pre- Termination Concerns:

- 0 Issue appropriate warning notices
- 0 Apply progressive discipline
- 0 Allow employee the opportunity to correct performance
- 0 Consider mitigating factors
- 0 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