

Termination Checklist

TERMINATION CHECKLIST	
<input type="checkbox"/>	Arrange to have more than one person in the room during the entire termination process. An appropriate person should be selected. The person not delivering the termination message can act as the note-taker to memorialize the content of the conversation at the meeting.
<input type="checkbox"/>	Decide where the meeting should be held. This should be in a private location, with due consideration given to ensuring the message can be delivered in a respectful and confidential manner. If there is a potential risk for a volatile termination, proximity to security personnel, other co-workers, and exit should be considered.
<input type="checkbox"/>	<p>Consider scheduling the meeting with no more than 1 to 2 days advanced notice. If the termination is anticipated, it is better to not prolong the situation.</p> <ul style="list-style-type: none"> • While not required by law, it is advisable that the Employer inform the affected employee that they have the option to have a Union Representative present for the meeting. • An employee may request to have a Union Representative present for the meeting. Best practice would be to honor the employee request and allow the Union Representative to attend. • The employer should review the applicable collective bargaining agreement to determine if it states a Union Representative must be present during termination proceedings. If Union representation is required, the meeting invitation should be sent to both the affected employee and the Union Business Agent. In this situation, it may be necessary to extend the timeline so that the Union Representative has an appropriate amount of time to arrange their schedule to be in attendance.
<input type="checkbox"/>	<p>Schedule the meeting at the end of the business day when practical. This allows the employee the opportunity to leave the work area at a time that minimizes potential for workplace disruption.</p> <ul style="list-style-type: none"> • Determine whether the employee will be escorted by a member of management or Human Resources back to their work area after the meeting to collect their personal belongings; or if personal belongings will be collected by a member of management and provided for later pickup by the employee; or sent via other delivery method. • It may not be advisable to allow the employee to return to the work area, depending on the circumstances of the termination.
<input type="checkbox"/>	Prepare talking points for the termination meeting and role play the termination meeting with a trusted counterpart or human resources representative.

	<ul style="list-style-type: none"> • Anticipate potential reactions from the employee and be prepared to deescalate the situation if necessary. • At the point management is prepared to deliver the termination notice to the employee, the circumstances leading up to the termination should have been thoroughly investigated and the employee provided prior opportunity to share relevant information for consideration from their part. If the employee attempts to argue the termination at this meeting, be prepared with a statement affirming that due process was provided and the decision has been made. Management is there to deliver the determination to the employee at this time.
<input type="checkbox"/>	<p>Advise IT and Facilities personnel with appropriate advance notice that they will need to terminate electronic badge access to county facilities and computer or other electronic systems and mobile device access at a particular time.</p> <ul style="list-style-type: none"> • It may be advisable to place IT / Facilities personnel on notice that there will be a need to terminate access, but instruct them to wait for notification to proceed at the point management enters into the meeting room with the employee to conduct the termination meeting. • Another individual may be assigned to make this call as the manager initiates the termination meeting. • This limits potential that access will be removed prior to the termination message being delivered to the employee, in the event the meeting is delayed for any reason.
<input type="checkbox"/>	<p>Ensure that additional system and log-in access have been addressed and access has been removed.</p>
<input type="checkbox"/>	<p>Inform payroll that they may need to produce a payroll check within 24 hours, only if the employee makes a request for the last payroll check. If there is no demand for the final payroll check, then it may be processed according to the regular payroll schedule.</p> <ul style="list-style-type: none"> • Provide instructions to management if needed, to facilitate accurate completion of the employee's final timecard on their behalf. • Provide appropriate instruction to payroll regarding final payments, if necessary.
<input type="checkbox"/>	<p>Compile a list of company property the terminating employee will need to return, and make plans to collect or arrange for the return of these items. This may include, but is not limited to: keys, identification badge, laptop, mobile devices, work files, tools, uniform, duty belt and equipment, etc.</p>
<input type="checkbox"/>	<p>Identify a point person who will address follow-up questions from the terminating employee. Typically, this will be an employee in HR. Let the employee know they should watch for benefits continuation / COBRA information to be mailed to their home address, if applicable.</p>
<input type="checkbox"/>	<p>Management personnel should be advised that if the terminated employee reaches out to them, they should direct the terminated employee to the designated point of contact with any questions or requests. This point of contact would typically be in HR.</p>

<input type="checkbox"/>	<p>Determine how to communicate the situation to other employees. This message should not be delivered until after the employee leaves. Typically, the manager of the area could draft a communication or talking points.</p> <ul style="list-style-type: none"> • Details regarding reasons for termination of employment should not be shared with other staff members. • An appropriate communication to coworkers would simply state that [employee name] is no longer employed with the County. The former employee may access County facilities only as a member of the public. • Be prepared to discuss plans for moving forward productively, such as communicating arrangements for workload coverage, etc.
<input type="checkbox"/>	<p>Provide appropriate notice regarding the replacement County contact to external partners or other external contacts to minimize potential for interruption of services and ensure a smooth transition.</p>