

Separation Checklist

Before the Termination

- _____ 1. Reevaluate reason for termination. Call HROI for any termination assistance.
 - Refrain from on the spot termination. Schedule an appointment so that all the necessary information is handled. If needed, send the employee home at the time of the offense and ask him or her to return at an arranged time for the meeting. (NOTE: If the employee is ill, impaired, or under the influence of alcohol or drugs, have other transportation arranged.)
- _____ 2. Schedule termination meeting.
 - Have a second manager attend the meeting as a “silent witness.”
- _____ 3. Prepare agenda.
- _____ 4. Prepare documentation
- _____ 5. Plan follow-up. Decide who will be assuming this person’s responsibilities, inform customers (if applicable). Follow steps listed below.

During the Termination Meeting

- _____ 1. State the reason for the meeting.
- _____ 2. Keep the meeting on track. Avoid employee taking emotional charge of your meeting.
- _____ 3. Discuss COBRA, pay, and return of company property.
- _____ 4. Escort the person to gather their belongings and off the premises.
 - Plan ahead if you foresee the person becoming violent.(call police and have them present)
- _____ 5. Document the meeting in writing by both the manager and witness.
Document the conversation in detail and indicate what each person said as well as reactions if possible. The statements should be signed, dated, and placed in the employee file.

After the Meeting

- _____ 1. Notify other employees
 - Pursuant to the Privacy Act of 1974, only the direct manager is privy to the information involving an employee’s termination or any other employment matters. Disclosure of any employee information within a company should be based on a clear need-to-know. The reasons behind the termination of an employee are **confidential**.
 - a) Defame- to harm the reputation by libel or slander
 - b) Libel- written or oral defamatory statement or presentation that conveys an unjustly unfavorable impression.
 - c) Slander- the utterance of false charges or misrepresentations that defame and damage another’s reputation.
- _____ 2. Notify customers, if applicable
- _____ 3. Send Exit Interview Form with final paycheck.
- _____ 4. Notify HROI of the change in employee status by entering the information online or submitting the form below to your Payroll Specialist.



Termination Report Form

Client Company Name:		
Last Name(Print Clearly):	First Name:	Middle Initial:
Termination Date:	Department:	

<i>Involuntary</i>	<i>Voluntary</i>
90 DAY PROBATIONARY	ACCEPTED ANOTHER JOB
ABSENTEEISM	DECEASED
COMPLETED TEMPORARY ASSIGNMENT	DISSATISFIED
EXCESSIVE TARDINESS	FAILED TO RETURN FROM LEAVE
FAILED BACKGROUND CHECK	JOB ABANDONMENT
FAILED DRUG TEST	MILITARY DUTY
FALSIFICATION OF RECORDS OR OTHER	PERSONAL REASONS
INAPPROPRIATE CONDUCT	QUIT AVAILABILITY
INSUBORDINATION	QUIT HEALTH REASONS
JOB ELIMINATED	QUIT RELOCATION
LACK OF WORK	QUIT VOLUNTARY OTHER
LAY OFF	QUIT WITHOUT NOTICE
SAFETY VIOLATION	QUIT-REASON UNKNOWN
SEASONAL EMPLOYMENT	RETIRED
UNAUTHORIZE REMOVAL CO PROPERT	RETURNED TO SCHOOL
UNSATISFACTORY WRK PERFORMANCE	WORK ENVIRONMENT
VIOLATION OF COMPANY POLICY	
WILLFUL REFUSAL PERFORM DUTY	

Supervisor's Statement

Please provide specific details and attach documentation.

Two-Week Notice given? Yes No	Stop Direct Deposit? Yes No	Last Day Worked:
Qualifies for rehire? Yes No	<i>(If not marked, will direct deposit)</i>	
Verbal Warnings: Date:	Date:	Date:
Written Warnings: Date:	Date:	Date:
Comments (attach extra sheets, if necessary):		
Supervisor's Signature:		Date:
Manager's Signature:		Date:

Employee's Statement (optional)

Comments (Use the reverse side of this sheet, if necessary):	
Employee's Signature (optional):	Date: