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| **Employee Name:** | | |  |
| ***The following items should be considered prior to the termination of an employee. Not all will apply to all employees or circumstances.*** | | | |
| Reviewed | N/A |  | |
|  |  | Determine the termination is clearly the fault of the employee and not the system. If system related, the issue could lead to litigation, lowered morale, turnover and business disruptions. | |
|  |  | The employee’s personnel file has been reviewed and there is proper documentation supporting the decision, including warnings, corrective actions, investigations and witness statements. | |
|  |  | The disciplinary action taken in this case is consistent with the treatment given to other employees under the same or similar circumstances. All reasonable steps have been taken to investigate employee claims and the recommendation to terminate is not the result of retaliation for communicating any grievance, claim or complaint. | |
|  |  | The disciplinary action taken in this case is consistent with the expectations spelled out and agreed to in writing in the employee handbook. | |
|  |  | Consideration has been given to: a.) transfer to another job b.) new supervisor c.) demotion d.) restructuring job e.) voluntary resignation f.) other alternative. | |
|  |  | A plan has been established to communicate the termination to the employee in a brief and dignified manner. | |
|  |  | A plan has been established to communicate the termination to affected co-workers, subordinates and reassign responsibilities as needed. | |

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| **Approved for Termination:** |

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| **Manager/Supervisor:** | **Date:** |
| **HR/GM:** | **Date:** |
| **Additional notes/comments:** | |
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