

TERMINATION CHECKLIST

Before terminating an employee, use this basic checklist for reviewing the discharge as follows:

- I. Have the company's disciplinary procedures been followed?
- II. Is the employee's improper conduct or failure to respond to corrective suggestions documented?
- III. Were the rules that the employee violated published rules? How, when and where did the employee receive a written copy of these rules?
- IV. If other employees have violated this rule, did they receive the same disciplinary action as contemplated for this employee?
- V. Was the incident that triggered the discipline carefully investigated prior to taking final disciplinary action?
- VI. If the decision to terminate is based on poor performance, has the employee been given the opportunity to improve?
- VII. Did the employee ask for any benefits such as LOA, drug rehabilitation, etc. that was denied?
- VIII. Was the privacy of the employee involved?
- IX. Is the employee a member of a protected class and if, so, is the employee being treated the same as members of a non minority group?
- X. Is there a written contract with this employee?
- XI. How long has the employee been employed?
- XII. Has the employee filed or threatened to file any kind of claim against the company (Workers' Compensation, benefits pay claim, discrimination charge, etc.), which could provide the basis for a retaliatory discharge claim?
- XIII. Has the employee ever complained about policies of the company or raised concerns about company activities perceived to be illegal or immoral?
- XIV. Have alternatives to discharge been considered (last chance, demotion, option to resign, etc.)?
- XV. Does the employee have a disability?
- XVI. Was the degree of discipline imposed on this employee proportionate to the seriousness of the proven offense?