**Terminations**

*Termination is when an employee departs from an organization; it is the end of the employment relationship.*

* Review details of the termination situation with human resources and/or legal counsel, as required.
* Determine the date benefits coverage and insurance will cease.
* Notify the benefits provider and insurer / complete and submit benefit and insurance forms to terminate coverage.
* Determine and pay vacation for accrued days.
* Ask the employee to return:
  + Office keys/codes/swipe cards
  + Company supplies (cell phone, credit card, laptop)
  + Parking pass
  + Passwords
  + Documents
* Disconnect computer access.
* Remove / redirect employee’s email access and voicemail.
* Remove building access.
* Ensure final expense reports are submitted and paid.
* Prepare final paycheck
* Provide Record of Employment (ROE) after final paycheck is issued.
* Update phone directories, staff lists and website.
* Communicate employee departure to staff.
* Reassign files / projects.
* Schedule and conduct an exit-interview, if the employee is willing to do so, in a private meeting room.

*Involuntary termination is when an employer initiates the termination either with or without cause.*

* Ensure that a private meeting room or office is available for the meeting where there will be no interruptions. (A neutral location is best.)
* Schedule a meeting with the employee.
* Prepare and sign all documentation (i.e. termination letter).
* Prepare notes and/or practice what you will say at the meeting.
* Have two people (including a witness) present at the termination meeting.
* Inform the employee of the reason for their termination (with or without cause) and effective dates.
* Provide and review the termination letter with the employee.
* Ensure the employee signs the release form, if applicable.
* Make arrangements for the employee to collect their personal belongings. This can be done immediately or schedule a later time (possibly after hours to allow some privacy).
* Notify the Information Technology department to disconnect computer access. For security purposes, generally employees are not allowed to access their computers following their termination.
* Offer to have any personal files on their computer downloaded for the employee to pick up at a later time.
* Ensure the employee can get home safely. The employee may not be in the right mental state to drive; therefore, consider offering a drive home by someone else, a taxi chit, etc.)