

NYS EMPLOYEE TERMINATION KIT

# THE CHECKLIST



# CONDUCT THE MEETING IN SEQUENCE AS FOLLOWS...

- 1) Tell the employee the purpose of the meeting. Although the reason for termination should be communicated, there is no need to go through a step-by-step analysis of the documentation supporting the reason for discharge.
  
- 2) Advise that the decision is final and cannot be reversed.
  
- 3) Where appropriate, inform the terminated employee that alternative, in-house positions were explored.
  
- 4) Emphasize that all relevant factors were reviewed.
  
- 5) If applicable, stress that everyone involved in management activities agreed to the decision.
  
- 6) Tell the employee the effective date of the termination.
  
- 7) Review with the employee a written summary of benefits. This summary should include, where applicable, severance pay, compensation for vacation and sick time, continuation of health and life insurance benefits, other benefits and re-employment assistance.

\_\_\_ Vacation/Sick:                      Amount: \_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_ Severance:                              Amount: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**8)** Have final paychecks ready. If the employee is to leave immediately, have any final checks, benefits or vacation payments prepared and inform the employee how to collect their personal belongings and leave the premises.

\_\_\_ Final Paycheck:                      Amount: \_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_ Terminated in System:                      Date Issued: \_\_\_\_\_

\_\_\_ Disable System Access:                      Date Issued: \_\_\_\_\_

**9)** Other options... **(a)** Provide the employee with a written summary of projects to be transferred to ensure a smooth transition of work if the employee will remain as an active employee for a period of time. **(b)** Outline the next steps in the termination process, such as the last day of work and the return of company property such as ID, keys, and credit cards by that date.

\_\_\_ Keys:    Date Returned: \_\_\_\_\_

\_\_\_ ID Card/Badge:                                      Date Returned: \_\_\_\_\_

\_\_\_ Credit Card:                                      Date Returned: \_\_\_\_\_

\_\_\_ Cell Phone:                                      Date Returned: \_\_\_\_\_

\_\_\_ Computer:                                      Date Returned: \_\_\_\_\_

\_\_\_ Other:    Date Returned: \_\_\_\_\_

**10)** End the interview by saying that the employee will be notified of any other matters that must be dealt with, such as COBRA continued health coverage.

\_\_\_ COBRA Explained, by: \_\_\_\_\_ Date: \_\_\_\_\_

COBRA Notification Deadline: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Health Insurance Terminated Date: \_\_\_\_\_

\_\_\_ 401(k) Terminated Date: \_\_\_\_\_

**11)** Wish the employee good luck and express confidence in their future.

**11)** Stand, extend your hand and remain standing until the employee has left the meeting site.



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