

Employment Termination Protocol

This playbook describes the steps to handle employment terminations respectfully and in compliance with legal requirements. It ensures that the process is carried out in a professional and empathetic manner while safeguarding the interests of both the employer and the employee.

Step 1: **Review Policy**

Review the company's employment termination policy and any relevant employment contracts to ensure that the proposed termination is in line with internal guidelines and contractual obligations.

Step 2: **Document Reasons**

Document the reasons for the termination carefully, making sure that they are clear, factual, and non-discriminatory. Ensure that the documentation is detailed and substantiated to avoid potential legal disputes.

Step 3: **Plan Meeting**

Schedule a private meeting with the employee to communicate the termination. Plan the time, location, and attendees of the meeting (often a member of HR and the employee's supervisor), ensuring it is conducted in a manner that preserves the employee's dignity.

Step 4: **Prepare Paperwork**

Prepare all necessary termination paperwork, including severance agreements, benefits continuation information (like COBRA), and instructions for returning company property.

Step 5: **Hold Meeting**

Conduct the termination meeting with compassion and respect, clearly explaining the reasons for the decision. Provide the employee with the prepared paperwork and inform them about their final paycheck, benefits, and any support services offered.

Step 6: **Manage Exit**

Assist the employee with the exit process, which may include collecting company property, revoking access to company systems, and discussing the plan for communicating the termination to other employees.

Step 7: **Communicate**

Communicate the departure to the team and stakeholders in an appropriate manner, keeping the message consistent and respectful of the terminated employee's privacy.

Step 8: **Post-Termination**

After the termination, complete any final administrative tasks such as updating employment records, processing final pay, and ensuring compliance with post-employment obligations.

General Notes

Legal Counsel

Consider consulting with legal counsel prior to the termination to review the decision against applicable laws and to mitigate legal risks.

Emotional Support

Recognize that termination meetings can be emotionally charged. It may be appropriate to have support available such as a human resources representative during the meeting.

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