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|  | **ADVANTAGE PROFESSIONAL SERVICES INC.**  **EXECUTIVE SEARCH & Business SOLUTIONS**  ***Specializing In The Energy Industry***  **recruitment  ABORIGINAL RELATIONS**  **GOVERNANCE  RISK & Regulatory** |

**Employment Termination Overview:**

Advantage Professional is please to present this sample Employment Termination Checklist for your review. In each instance, this sample will help the employee exit process go smoothly. It will also ensure that documentation and notification is completed, company property is returned, wages and benefits are addressed. Start with our template or use it to create your own. The topics are in the order they should be completed.

Should you require a more detailed explanation on the following points, please contact us and our professional HR consultants will be happy to assist you in expanding on these topics. We will also assist you in preparing to terminate and individual especially if they are key personnel-planning ahead is absolutely necessary.

**Termination Checklist Sample**

**Name of Employee terminating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last day of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for termination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorizing signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Documentation & Notification:**

* Compile all proper documentation including warnings, written notices for poor performance, performance evaluations, probationary period, documented support for termination
* Prepare letter of termination including last date of pay, benefit coverage end date
* If employee is resigning, ask employee to write a resignation letter that states he/she is leaving and the departure date.
* Notify Accounting and IT immediately to terminate employee access to computers, banks etc.
* Ensure IT deletes them from internal mailings going forward
* Prepare final pay and Record of Employment (ROE). Most provinces allow you three working days to complete. Check with your employment standards in your province/territory.
* Confirm address so that T4 can be sent at yearend
* Advise group insurance provider to cancel benefits
* Communicate departure to other staff as appropriate
* Designate person to collect company property on departure
* Ensure the employee has transportation home. Termination is very emotional and it is ill advised to let them drive themselves home.

**Return of Company Property:**

* Make sure employee returns all company-owned items such as vehicles, laptops, cell phones. We suggest you use the employee onboarding checklist to ensure you have all property assigned to them returned
* Make sure employee provides his/her supervisors with passwords and other information pertaining to accessing computer files and telephone messages, bank access etc.
* Make sure all company credit cards and charge accounts are closed
* Ensure you collect ALL swipe cards-these cards are tracked by IT and it is important you have all the cards back so a disgruntled employee cannot come back into the building without authorization
* Make sure access to external company databases is removed (remote dial in access cancelled)
* Make sure employee's email account is routed to their supervisor to respond accordingly
* Company security and identification cards, electronic access cards and passes
* Ensure all company files and documents are returned to the company. Have someone pick up the documents at their home instead of having the employee return to the organization after termination.

**Compensation Issues**

* Determine what wages are owed.
* Determine how much vacation is owed and how much is already taken
* Ensure all outstanding employee expenses are received and reimbursed
* Determine if there is Pay in lieu and or severance
* Determine if there are any outstanding commissions, bonus owing.
* Does the employee have outstanding loans, advances or charge accounts that need to be resolved

**Exit Interview (Optional)**

* Make sure HR or senior management schedule an exit interview with approval from the employee to do an exit interview.
* Discuss appropriate details regarding termination (learning opportunity for your organization on what you could do better, train differently, compensation issues, working environment)
* Review confidentiality or proprietary information agreement if you have no in place, including non compete clauses in they are in place for this person.
* Confirm employee's address for future mailing of information
* Provide employee with a contact person and information for questions arising after the meeting

