

TERMINATION PREPARATION CHECKLIST

TO BE COMPLETED BY SUPERVISOR / MANAGER BEFORE THE TERMINATION MEETING

Employee Name:	Employee Number:	Job Title:	Work Location:
Effective Date:	Last Work Day:	Termination Reason Code*(see codes below):	Will position be replaced?
Employee Has Returned:			Date Completed / Comments:
	Yes	No	N/A
Office or building keys (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID Name Badge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company car keys (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile phone (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PC / office equipment (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions Taken:			Date Completed / Comments:
	Yes	No	N/A
Outstanding expense reconciliation (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit interview completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources notified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to E-mail revoked on (Manager sends PETS Ticket to IT Immediately.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to computer system (Bluebird) to be revoked on: (Notify Payroll)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to ReviewSnap and Learning Management System (LMS) to be revoked on: (Notify Training by email)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice mail changed (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paperwork Reviewed and Prepared:			Date Completed / Comments:
	Yes	No	N/A
Employee Verbal Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee 1 st Written Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee 2 nd Written Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Lateness Report(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unscheduled Absentee Notice(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Termination Report prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee's Performance Evaluations reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Informed:			Date Completed / Comments:
	Yes	No	N/A
Area Manager / Supervisor informed of termination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources informed of termination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions:			Date Completed / Comments:
	Yes	No	N/A
Involuntary termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eligible for re-hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

()	Date
Supervisor / Manager Signature	Phone

***Please select Termination Reason Code from this list:**

Code	Description	Code	Description	Code	Description
ATT	Attendance / absenteeism / tardiness	NEW	New job	SWC	Substandard work quality
ARL	Arriving late / leaving early	PAY	Dissatisfied with pay	UAW	Unauthorized absence from work area
CAR	Carelessness	PER	Personal reasons	TEV	Threatening or engaging in violence
CSD	Company shut down	PLV	Policy violation	TMP	End Temporary employment
DEA	Death	POL	Dissatisfied with company policies	TYP	Dissatisfied with type of work
DRU	Drug / alcohol violation	PRM	Dissatisfied with promotion opportunities	UNB	Unsatisfactory behavior towards employees or customers
GMC	Gross misconduct	PTD	Partial / total disability (requires HR approval)	UPF	Unsatisfactory performance
HRS	Dissatisfied with hours	REF	Refused transfer	UFD	Unfit for duty
INT	Failure to meet introductory period	REL	Relocating	WDE	Willful damage to material/equipment
INS	Insubordination	RET	Returned to school	WOR	Dissatisfied with work conditions
JOB	Job abandonment	RIF	Reduction in force	WPM	Working on personal matters/conflict of interest
JOC	Job change	RTR	Retirement	OTHR	Other please specify: _____
LOS	Loss of driver's license	SAF	Safety violation		
LVE	Failure to return from leave	SUP	Dissatisfied with supervisor		
MUT	Mutual Agreement				

Note: Send original Termination Preparation Checklist, Employee's Working File along with any other required paperwork to Human Resources after the termination meeting.