**EMPLOYEE**

**PRE-TERMINATION CHECKLIST**

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| **Name of Employee:** |  |
| **Employee Number:** |  |
| **Position/Designation/Title:** |  |
| **Department/Team:** |  |
| **Immediate Head:** |  |
| **Employment Term Date:** |  |
| **Date of Termination:** |  |
| **Date Completed:** |  |

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| **Task** | **Done** | **Prepared by** |
| Get appropriate administrative approval prior to terminating an employee for a cause. | ☐ |  |
| Discuss appropriate details regarding termination (effective date, business and job related reasons for the termination, pay and benefits after termination, etc.) | ☐ |  |
| Coordinate with the [SPECIFY YOUR RESTAURANT NAME]’s Human Resource Department representative to ensure that all appropriate steps for the termination of an employee have been take into account including coaching, progressive discipline and job abandonment notification. | ☐ |  |
| Schedule a pre-termination hearing | ☐ |  |
| Create a Termination Letter to be given to the employee | ☐ |  |
| Give the employee the intent to Recommend Involuntary Termination letter. | ☐ |  |
| Determine a pre-termination hearing date, time and location. | ☐ |  |



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| Notify the employee of their right to resign in lieu of termination | ☐ |  |

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| Provide a copy of the Termination letter to the Payroll Department or Team for processing | ☐ |  |
| Provide the employee with the separation checklist | ☐ |  |
| Ask the employee to complete the separation checklist and return it for review | ☐ |  |
| Review the separation checklist and discuss with the employee regarding any concern or issues | ☐ |  |
| Retain a copy of the separation checklist for the Supervisor file and distribute electronically the completed checklist to all departments and team involved with the separation or termination of the employee | ☐ |  |
| Provide a copy of the completed checklist to the employee | ☐ |  |
| Provide documentation of performance issues and disciplinary action in employee’s file. | ☐ |  |
| Confirm employee’s address for future mailing of information | ☐ |  |
| Decide whether the worker will stay in his or her position and work through their last day or be set on paid regulatory leave until his or her last term date | ☐ |  |
| In the event that setting the employee on regulatory leave (before their end date), complete a Leave of Absence Request and submit it to the Human Resource Department | ☐ |  |
| Give data to the employee regarding the last pay for terminated employees and the benefits (if applicable) | ☐ |  |
| Survey items with the employee to figure out what data is suitable for duplication, copying, and dissemination (printed copies and/or electronic configuration) | ☐ |  |
| Give a warning to the other restaurant employees and staff with regard to the termination of the employee and which duties, responsibilities, and obligations have been reassigned and to whom, in order to guarantee that there is no interruption in benefit to ensure that there is no disruption in service | ☐ |  |
| If necessary, serve correspondence to outside personnel that the employee is no longer associated with the [SPECIFY YOUR RESTAURANT NAME] | ☐ |  |
| Confirm if the employee has an outstanding balances related to finance propels and so forth | ☐ |  |
| Request to have the employee’s access be terminated on or before his or her actual termination date. Deactivate [SPECIFY YOUR RESTAURANT NAME]’s ID card and access of the employee to the establishment | ☐ |  |
| The employee’s [SPECIFY YOUR RESTAURANT NAME]’s identification card and building passes must be obtained and forwarded to the appropriate departments concerned | ☐ |  |
| Collect all Confidential and Proprietary materials and equipment owned by the [SPECIFY YOUR RESTAURANT NAME]that has been given to and is in the possession of the employee. It should be collected prior to the employee’s last day of employment | ☐ |  |
| Remind the employee of any confidentiality clauses and agreement they have agreed and signed | ☐ |  |
| Ensure that the employee has completed his or her final timesheet (if applicable) | ☐ |  |
| Have the Human Resource Department schedule an exit interview | ☐ |  |
| Prepare the questionnaire or questions for the exit interview of the employee | ☐ |  |
| Prepare Property Clearance Checklist to be completed by the employee on his or her last day of work | ☐ |  |
| Verify unused vacation days | ☐ |  |
| Verify how much vacation the employee has earned up to the date of termination | ☐ |  |
| Verify how much vacation has been used | ☐ |  |
| Pay the employee for accrued but unused vacation up to the effective date of termination | ☐ |  |
| Verify and approve any outstanding expense reimbursements of the employee | ☐ |  |
| Prepare the employee’s final pay check | ☐ |  |
| Place and store the completed checklist on Employee’s Personnel file | ☐ |  |
| Place and store the copy of the executed Release Agreement, if applicable, on Employee’s Personnel file | ☐ |  |
| Place and store the employee’s separation record in the Employee’s Personnel file | ☐ |  |
| Provide Record of Employment (ROE) to the employee after the final pay check has been given to the employee | ☐ |  |
| Begin recruitment process for the employee’s position | ☐ |  |