

Discharge Checklist

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Discharge Checklist

General

- Final incident described in employee file (date, time, specific details, etc.)

- Employee immediately discharged

- Employee suspended pending investigation

- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings

- Progressive discipline steps taken & company policy regarding discharge followed

- Employee aware of all company policies

- Signed acknowledgment

- Employee aware actions could result in termination

- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file

- Union grievance filed

Discharge Checklist

Suspension

- Incident described in employee file (date, time, specific details, etc.)
- Employee suspended pending investigation
- Employee subject to discharge after investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding suspension and discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in suspension or termination
- Witnesses to incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Unsatisfactory Work Performance

- Employee received and completed training
- Employee in position long enough to perform satisfactorily & received favorable performance reviews
- Employee has record of proper past performance
- Employee's position/job changed
 - If Yes
 - New duties
 - New supervisor
 - Other - and complete description in employee file
- Employee offered retraining
- Employee aware of expectations
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Violation of Company Policy

- Policy is uniformly enforced
- Employee admitted to policy violation
 - Verbally
 - In writing
- If policy violation is a criminal offense, authorities have been notified
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Excessive Absences and/or Tardiness

- Employee gave a reason for final absence or tardy
 - If Yes
 - Verbally
 - In writing
- Final absence and/or tardy incident was beyond employee's control
- Employee followed policy regarding notification of absence/tardiness
(If no, See Discharge - Policy Violation)
- Medical documentation provided (if applicable)
- Leave of absence available (FMLA, etc.)
- No fault attendance or points system
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Falsification

- Explanation about what employee falsified in file
- Copy of falsified document in file
- Details about discovery & documents that led to discovery
- Employee stood to gain personally
- Falsification could affect employer
 - If Yes
 - Documentation about how
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Sleeping on the Job

- Name and title of person(s) who discovered employee sleeping
- Location where employee was discovered & description of circumstances of discovery
- Employee explanation for incident in file
- Employee's proper location and shift documented
- Employee on medication
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Substance Use at Work

- Employee was using drugs or drinking on the job
- Employee was under the influence of drugs or alcohol on the job
- Circumstances leading to determination employee was under the influence documented and in file
- Blood or urine test administered
 - If Yes
 - Certified lab
 - Chain of custody of sample protected and each step documented
- Employee offered re-test
- Drugs, paraphernalia, or alcohol confiscated
 - If Yes
 - Chain of custody of sample protected and each step documented
- Employee had history of drug or alcohol use/problems at work
 - If Yes
 - Rehab efforts made and documented
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Company policy requires offer of rehabilitation before discharge
 - If Yes
 - Employee took opportunity
 - Employee declined
 - Multiple offenses
- Explanation made to employee regarding Final incident and documented
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Signed Statements
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Fighting

- Identity of all participants documented
- Instigator of fight determined
- Self-defense by a participant involved and documented
- Verbal threats or harassment
- Physical
 - If Yes
 - Person(s) were injured in altercation
 - If Yes
 - Details of injuries are documented
 - Medical expenses documented
- Incident investigated
 - If Yes
 - Written report
 - Fight on company property or at company event/function
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- All participants discharged
 - If No
 - Participants suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed
- Authorities contacted

Discharge Checklist

Safety Violation

- Employee failed to follow safety procedures
- Employee was trained on safety procedures
 - If Yes
 - Details of training are documented, i.e. dates, continuing training, certification, etc.
- Effect of violation on employer is documented
- Person(s) were injured as a result of infraction
 - If Yes
 - Details of injuries are documented
 - Medical expenses documented
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Destruction of, or Damage to, Company Property

- Details of destruction are documented
- Accounting of the property destroyed/damaged, including dollar value, is documented
- Incident was negligent
 - If Yes
 - Details of employee negligence are documented
- Employee admitted to destruction
 - If Yes
 - Verbally
 - In writing
- Employee explanation for incident is documented
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Cash Shortages

- Details of discovery are documented
- Proof of employee misconduct (video surveillance, etc.)
- Dollar amount of shortage documented and verified
- Incident was reported to local authorities
- Employee offered a chance to make restitution
- Employee admitted to infraction
 - If Yes
 - Verbally
 - In writing
- Prior instances
 - If Yes
 - Dollar amounts documented
 - Written record of shortages and possible sanctions discussed with employee
- Employee balanced cash drawer before
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Unauthorized Removal of Company Property

- Details of discovery are documented
- Proof of employee misconduct (video surveillance, etc.)
- Accounting of the property taken, including dollar value, is documented
- Incident was reported to local authorities
- Employee offered a chance to make restitution
- Employee admitted to infraction
 - If Yes
 - Verbally
 - In writing
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Personality Conflict

- Identification of person with whom employee had conflict is documented
- Employee's job changed recently
 - If Yes
 - Details of change(s) are documented
- Conflict resolution policy in place
 - If Yes
 - Employee followed policy
 - If No
 - Employee, received and understood policy (See Discharge - Policy Violations)
- Steps taken to alleviate conflict were taken and are documented

Discharge Checklist

Willful Refusal to Perform Job Duties

- Identification of specific assignment or duty employee refused to perform is documented
- Assignment/Duty was a regular part of employee's job duties
 - If Yes
 - Copy of job description is in file
- Assignment was given by employee's regular supervisor
 - If No
 - Name and title of person making assignment and reason this person made assignment
- Employee understood assignment
- Employee reason for refusal to perform is documented
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warning
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Insubordination

- Nature of insubordination documented in employee's file
- Incidents leading up to incident are documented
- Name and title of person to whom employee was insubordinate is in file
- Employee was aware person was in a position of authority
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Leaving Work Without Permission

- Employee's normal working hours:
- Employee was on a break or at lunch
 - If Yes
 - Designated areas for breaks/lunch
- Employee's return to work is documented in employee file
- Employee gave reason for leaving
 - If Yes
 - Reason documented in employee file
 - Emergency policy explained to employee
- Employee failed to follow emergency notification policy

Lack of Work Checklist

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- Downsizing, Plant Closings or Shutdowns
- Assignment Completed/Job Refusal
- Job Refusal
- Reduction in Hours
- Due to a Natural Disaster
- Due to Labor Dispute

Lack of Work Checklist

Downsizing, Plant Closings or Shutdowns

- Work force reduction or downsizing
- Plant or facility closing
- Vacation or inventory shutdown
- Permanent separation
- Temporary separation
If temporary, date of expected return: _____

- Additional payments upon separation
 - If Yes
 - Vacation
 - Severance
 - Pension
 - Wages in lieu of notice
 - Dates of the allocation of payments: _____
 - Amount of payments: _____

- WARN Act Requirements*
 - (If layoff cannot be avoided and it involves a large number of employees, WARN may apply)
 - 60 days notice to Date of notice: _____
 - Union - if applicable
 - Chief elected official in city or town where layoff will occur
 - Appropriate state office

- *WARN applies
- a. Any employer with 100+ full-time employees each of whom has 6 months or more of service
 - b. Notice to be given to any workers:
 - Permanently laid off
 - On layoff for 6+ months
 - Hours reduced by 50% or more
 - c. Regulations apply to any reduction in work force that involves 33% of work force and 50 employees, or at least 500 employees (regardless of proportion to work force)
 - d. Plant closings resulting in a loss of employment for 50 or more employees over a 30-day period are also covered.

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Lack of Work Checklist

Assignment Completed/Job Refusal

- Start and end dates of assignment confirmed in file
- New assignment available
- Offer of new assignment made
If Yes - date of offer: _____
- Offer refused
If Yes - date of refusal: _____
- Terms and conditions of new assignment
 - Type of work similar to prior assignment(s)
 - Type of work indicated by employee to be acceptable
 - Rate of pay same or better than completed assignment
 - Hours to be worked the same or substantially similar to completed assignment
 - Hours to be worked documented clearly
 - Number of hours offered were the same or substantially similar to completed assignment
 - Distance to offered assignment in location or area employee indicated was acceptable
- Offer was made in writing & copy is in file
- Reason employee gave for refusal is clearly documented
- Type of work for which employee applied is in file
- Company policy regarding maintaining contact
 - Employer responsible
 - Employee responsible
- Employee aware of policy
- Signed acknowledgment of policy
- Copy of policy & signed acknowledgement in file

Lack of Work Checklist

Job Refusal

- New assignment available
- Offer of new assignment made
If, Yes - date of offer: _____
- Offer refused
If Yes - date of refusal: _____
- Terms and conditions of new assignment
 - Type of work similar to prior assignment(s)
 - Type of work indicated by employee to be acceptable
 - Rate of pay same or better than completed assignment
 - Hours to be worked the same or substantially similar to completed assignment
 - Hours to be worked documented clearly
 - Number of hours offered were the same or substantially similar to completed assignment
 - Distance to offered assignment in location or area employee indicated was acceptable
- Offer was made in writing & copy is in file
- Reason employee gave for refusal is clearly documented

Lack of Work Checklist

Reduction in Hours

Reason for reduction in hours:

- Lack of work
- Suspension or other disciplinary reason See Discharge - Suspension
- Work share program

- Hours reduced per employee request See Job Refusal
 - If Yes
 - Employee offered explanation

- Additional hours available and offered
 - If Yes - date of offer: _____

- Additional hours refused
 - If Yes - date of refusal: _____

- Employee's availability changed since hire date
 - If Yes
 - Changes are documented in employee's file.

- Reduction is temporary
 - If Yes
 - Expected/anticipated date of restoration of hours in file

- Reduction is permanent

Lack of Work Checklist

Due to a Natural Disaster*

- Unemployment is a direct result of the natural disaster
- Return expected
If Yes, date: _____
- Employee is receiving pay while on layoff
If Yes
 - Amount: _____
 - Frequency: _____
- Vacation pay or PTO
- Salary continuation

*Natural Disaster can be fire, flood, hurricane, tornado, utility outages, etc.

Lack of Work Checklist

Due to Labor Dispute

- Employee is directly involved in or financing the labor dispute (employee is on strike)
- Employee works at the same location where labor dispute is occurring
- Employee is the same grade or class of worker that is involved in labor dispute
- Employee is a member of a labor union
- Employee is part of group that is locked out

Voluntary Quit Checklist

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- General
- During Assignment
- Accepted Assignment, But Did Not Report
- Abandonment or Walked Off the Job
- Health Reasons
- Return to School
- Retirement

Voluntary Quit Checklist

General

- Exit interview - confirmation of reasons for quit
- Notice given
- Resignation letter
- Work conditions changed
 - If Yes
 - Details of change documented
 - Job duties
 - Pay
 - Hours
 - Location
 - Other - Documented
- Previous expressions of dissatisfaction
 - If Yes
 - Discussions with others documented
 - Actions taken to resolve employee complaints documented
- Mutual Agreement*
 - If Yes
 - Employee would have been discharged anyway
 - If Yes, See Discharge
- Job abandonment or did not show
 - If Yes
 - Employee contacted employer about absence & reason documented
 - If No
 - Company policy about contacts regarding absences
 - Employee knew about policy, See Policy Violations in Discharge

* Mutual Agreement - when employees resign under the threat of termination, states will generally view the separation as a Discharge. Therefore, employers should treat such resignations as if they discharged the employee. Go to the Discharge checklist and make sure you have the corresponding documents related to the incident which led to the resignation.

Voluntary Quit Checklist

During Assignment

- Details of assignment are in file (start and end date, hours, rate of pay, etc.)
- Reasons given by employee in file
 - Verbally
 - In writing
- Employee would have been given another assignment
- Employee performed this type of assignment before

Voluntary Quit Checklist

Accepted Assignment, But Did Not Report

- Date of acceptance in file
- Written acceptance
- Employee contact about absence
 - If Yes
 - Reasons for failure to report in file
- Terms and conditions of offer
 - Type of work similar to prior assignment(s)
 - Type of work indicated by employee to be acceptable
 - Pay
 - Hours
 - Location or area

Voluntary Quit Checklist

Abandonment or Walked Off the Job

- Company policy about notification of absences
- Employee knew about policy
- Employee signed acknowledgment
- Employee's action violated policy - if Yes, See Discharge - Policy Violations
- Employee communications about absence
 - Written
 - Verbal (details are needed, such as date, to whom employee spoke, etc.)
- Key Dates needed
 - Failed to show
 - Decision to terminate
 - Last day of actual work
- Witnesses and contact information (if applicable)
- Details of events prior to walking off the job

Voluntary Quit Checklist

Health Reasons

- Doctor's statement
 - If No
 - Employee's explanation of health issues
- Confirmation of reasons
- Light-duty approved
- Light-duty offered
- Leave of absence available
- Employee is able and available to work

Voluntary Quit Checklist

Return to School

- Temporary job
- Full-time job
- Full-time, employment would have continued
 - If Yes
 - Expected end date recorded
- Currently enrolled

Voluntary Quit Checklist

Retirement

- Voluntary
- Mandatory
 - If Mandatory
 - Position being eliminated
 - Company policy
 - Employee aware of policy
 - Signed acknowledgment
- Pension paid upon retirement
- Pension details documented, i.e. amount, allocation (weekly, monthly, etc.)