**Involuntary Separation Process and Timeline** 

 Name of Separating Employee:

Separating Employee’s ID #:

Separating Employee’s Supervisor:

***Prior to Notifying Employee of Involuntary Separation:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Dept. Responsible** | **Completed By** | **Date Completed** |
| Notify HR of decision to initiate separation process and reasons for the separation | Separating E’s Supervisor |  |  |
| Notify Management above separating employee of decision to initiate separation and reasons for the separation | Separating E’s Supervisor |  |  |
| Review facts, documentation, company policy to determine that termination is appropriate | HR andSeparating E’s Supervisor |  |  |
| Contact legal counsel as necessary about any potential legal issues | HR |  |  |
| Notify Payroll of impending separation | HR |  |  |
| Notify Information Systems of impending separation | HR |  |  |
| Prepare necessary disciplinary and termination documentation for employee’s personnel file | Separating E’s Supervisor and HR |  |  |
| If appropriate, prepare separation agreement and have agreement reviewed by legal counsel | HR |  |  |
| Prepare termination meeting script or outline | HR andSeparating E’s Supervisor |  |  |
| Determine and arrange termination meeting logistics | HR andSeparating E’s Supervisor |  |  |
| If necessary, arrange for appropriate workplace security measures during and after the termination meeting | HR |  |  |
| Other: |  |  |  |

***Day Employee is Notified of Involuntary Separation:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Dept. Responsible** | **Completed By** | **Date Completed** |
| Collect separating employee’s final expense report and deliver to Payroll | Separating E’s Supervisor |  |  |
| Calculate regular hours worked | Payroll |  |  |
| Calculate overtime hours worked | Payroll |  |  |
| Calculate wages owed | Payroll |  |  |
| Calculate bonuses/commissions owed | Payroll |  |  |
| Calculate unused vacation owed | Payroll |  |  |