



Human Resources Terminations

HR (8.205)
Rev. # 0.1

Date 08/24/2023
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Purpose:

This document outlines the guidelines and processes for handling terminations of employees in a fair, respectful, and legally compliant manner.

Procedure:

- 1) Voluntary Termination (resignations)
 - A) The employee must submit a written resignation letter to their immediate supervisor and the Human Resources (HR) department with a notice period as required by the employment contract or company policy.
 - B) HR will conduct an exit interview on their last day to gather feedback from the departing employee, understand their reasons for leaving, and identify any areas of improvement within the company.
 - C) All company property, including documents, equipment, and personal belongings, must be returned by the employee before their last working day. Passwords must be included.
 - D) HR will complete all necessary paperwork, including updating employee records and processing final payments. (See Separation Checklist)
- 2) Involuntary Termination: (performance issues, violation of company policies, or layoffs)
 - A) Managerial guidance
 - i) All termination decisions are made in collaboration with HR and leadership. Managers should not terminate an employee without prior discussion and approval from HR.
 - ii) If, after reasonable efforts have been made to resolve the issues (See Performance Correction SOP), termination is deemed necessary, the manager must discuss the situation with HR, providing documented evidence of the performance or behavioral concerns.
 - B) HR will ensure that the proposed termination is based on valid grounds and is consistent with company policies and labor laws and best practices.
 - C) In cases where HR identifies potential legal risks associated with the termination, the matter will be escalated to senior management or legal counsel for further evaluation.
 - D) HR will handle all necessary paperwork related to the termination process, including finalizing employee records, processing final payments, and providing relevant documentation to the departing employee. (See Separation Checklist)
 - E) Manager and HR will communicate the termination to the employee in a private and compassionate meeting. The reasons for termination will be clearly communicated.
 - F) HR will provide information regarding final pay and benefits and process it in accordance with local labor laws and regulations.
 - G) HR will arrange a time for them to collect their personal belongings after-hours or arrange to have the belongings sent to the individual.
- 3) Communication & Confidentiality:
 - A) All communication regarding terminations should be conducted professionally, respectfully, and with strict confidentiality. Only relevant personnel directly involved in the termination process should be informed.



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- 4) Post-Termination Support:
 - A) Crain will provide departing employees with necessary documentation, such as references and testimonials assistance with resume update upon request.
- 5) Non-Retaliation: Employees must feel safe and supported in reporting any issues or concerns to HR, including those related to termination decisions. Retaliation against employees who raise concerns or participate in investigations is strictly prohibited and will be subject to disciplinary action.
- 6) Separation Checklist attached

Separation Checklist



Employee Name _____ Department _____
Job Title _____ Manager _____
Last Day Worked _____ Term Date _____

1. Pre-Separation Needs & Paperwork

- | | |
|--|--|
| <input type="checkbox"/> Document all disciplinary actions | <input type="checkbox"/> Prepare Notice of Benefits letter |
| <input type="checkbox"/> TN Separation form | <input type="checkbox"/> Set and prepare Exit Interview |
| <input type="checkbox"/> Termination & benefits letter | <input type="checkbox"/> Delete from phone and email lists |

2. Separation Forms & Delivery to EE

- | | |
|--|--|
| <input type="checkbox"/> File Resignation letter | <input type="checkbox"/> Ensure all expenses are submitted with receipts |
| <input type="checkbox"/> Exit Interview Completed | <input type="checkbox"/> Confirm PTO payout (up to 10 days) |
| <input type="checkbox"/> Verify Address and Contact Info | |
| <input type="checkbox"/> Ensure all hours are entered | |

3. Benefits

Last Date of Benefits: _____

- | | |
|--|--|
| <input type="checkbox"/> Term Insurance through Navigator (Medical, dental, life, voluntary) | <input type="checkbox"/> Term in TelaDoc |
| <input type="checkbox"/> 401K & Release of Funds communicated by accounting | <input type="checkbox"/> Term HSA Plan (HSABank) |
| | <input type="checkbox"/> Cobra -send spreadsheet to Allegiance |

5. Obtain from Employee

- | | |
|---|--|
| <input type="checkbox"/> Hard Hat/Safety Vest | <input type="checkbox"/> Obtain passwords & login info |
| <input type="checkbox"/> Company Vehicle | <input type="checkbox"/> Company Credit Cards (Comdata, HD, Lowes) |
| <input type="checkbox"/> Keys & office FOB | <input type="checkbox"/> Fuel card |
| <input type="checkbox"/> Cell Phone | |
| <input type="checkbox"/> Computer, other electronic equipment | |

6. System Entry & File Completion

- | | |
|--|--|
| <input type="checkbox"/> Term in systems (Procore, HH2, Sage) | <input type="checkbox"/> Forward E-mail if needed _____ |
| <input type="checkbox"/> Term in Bamboo | <input type="checkbox"/> Terminate Company Portal Access |
| <input type="checkbox"/> Move EE to Term Files (keep 6 yrs) | <input type="checkbox"/> Terminate Corp. Perks Access |
| <input type="checkbox"/> Move I-9 to termed EEs (keep 1-3 yrs) | |

Notes:
