Appendix Number 22

TERMINATION OF EMPLOYMENT FLOW SHEET

Notes:

Termination of Employment Flow Sheet

Is this termination voluntary?

YES → **Has the employee resigned?**

YES →

Considerations
____ Resignation in writing
____ Reasons stated
____ Last day worked stated
____ Acceptable notice period
____ Forwarded to supervisor
____ Copy to HR Director
____ Settlement or severance
____ Exit interview

NO ↓

Is the employee retiring?

YES →

Considerations
____ Notice in Writing
____ Reasons stated
____ Exit Interview

NO ↓

Is action due to a layoff or reduction in force?

YES →

Considerations
____ Employee abilities (experience/skills)
____ Assistance finding employment
____ Time off to seek employment
____ Notice of right to appeal
____ Alternatives to layoff
____ Pre-termination hearing
____ Document performance record
____ Bumping
____ Recall/Rehire
____ Exit Interview
____ Job requirements
____ Reassignment
____ Transfer
____ Severance Pay
____ Length of service

NO ↓

Has the employee abandoned the job?

YES →

Considerations
____ 3 consecutive days of unexcused absence
____ No notice to employer

NO ↓

Is the employee being dismissed for substandard performance?

YES →

Considerations
____ Pre-termination hearing
____ Mitigating circumstances
____ Progressive discipline
____ Notice of right to appeal
____ Aggravating circumstances
____ Employment status
____ Exit Interview
____ Rehire
____ Applicable rules
____ Documented facts
____ Protected class
____ Return of property

Notes: