Manager's Checklist:

Termination

Pre-termination

- ☐ If there has been a breach of a rule, the employee must have been notified that a breach of the rule could result in discharge
- ☐ Ensure thorough and objective investigation
- ☐ Consider mitigating circumstances:
    - o Apology
    - o Employer condonation
    - o Failure to warn
    - o Compassionate grounds
    - o Reasonable excuse
    - o Rehabilitative potential
    - o Economic hardship
    - o Previous good record
    - o Length of service
    - o Seriousness of offence
- ☐ S.240 considerations
    - o Manager
    - o <1 year of service
    - o Position Elimination
- ☐ Notice and Severance Entitlements
    - o Contract
    - o CLC
        - ▪ Notice – 2 weeks
        - ▪ Severance – greater of 5 days or 2 days/year of service
- ☐ Common Law
    - o 2 to 24 months
    - o Bardal Factors (position, age, length of service)

Tips for the Termination Meeting:

- ☐ Avoid Monday, Friday and special days (holidays, birthdays, anniversaries)
- ☐ Schedule the meeting later in the day
- ☐ Advise the employee of the time and location of the meeting
- ☐ Conduct the meeting in private
- ☐ Have two employer representatives present

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Conducting the Meeting:

- ☐ Advise the employee in clear and candid language at the beginning of the meeting that his/her employment is being terminated immediately
- ☐ Provide employee with termination letter
- ☐ Be calm, respectful and sensitive
- ☐ Outline the basic reasons for dismissal but avoid unnecessary detail about the reasons for the dismissal
- ☐ Keep the meeting short

Departing the Workplace:

- ☐ Ask for any access cards / keys / credit cards and other company owned property
- ☐ Allow employee to leave immediately
- ☐ Consider offering a taxi to the employee
- ☐ Arrange to have any personal belongings packed up and sent to employee
- ☐ Make notes of the meeting immediately afterwards

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