



BEST PRACTICES

Terminating an Employee

Terminating an employee is one of the most stressful work experiences one can have for both the manager/owner and of course the employee being terminated. By following some general guidelines you can be respectful to the person being terminated and ensure that the company is deemed to have been fair if the termination is challenged in court.

Preparation:

Ensure that all paper work is completed according to provincial standards. The following are a list of suggested documents that need to be in order prior to the termination meeting:

- termination letter
- final pay cheque
- severance pay cheque if applicable
- record of employment (ROE)
- benefits forms (RRSP transfer doc's, etc.)

The termination meeting:

When conducting the termination meeting ensure the following items have been thought of and prepared for in advance of the actual meeting:

- a container for the employee to place personal effects in.
- a lock smith to change locks if required after the meeting has concluded.
- tissue in the event the employee becomes emotional.
- transportation to get the employee home in the event they are too distraught to drive safely or in the event a company vehicle is taken from their use.

Helpful tips for the meeting:

-Hold the meeting at the end of the work day. If possible let staff go home during the meeting. This will prevent unnecessary interaction with fellow co-workers as the terminated employee is let out of the building.

- Make sure you have no interruptions during the meeting.
- this is not the time to go over the events that lead to the termination. You should have already completed a full investigation.
- do provide a written letter explaining the termination and try to be as brief as possible. Again, this is not the time to re-hash the details.
- allow the employee to remove personal items from the workplace. If security or retaliation is a concern always remains with the employee to prevent them from engaging in further destructive behaviour.
- collect keys, passwords and other company property. This would include changing alarm pass codes, etc.
- inform other employees of the termination as soon as possible.