

EMPLOYEE TERMINATION

Firing an employee is never fun. These tips can help make it a respectful and defensible process.

WHEN YOU HAVE TO FIRE AN EMPLOYEE

- Have a company handbook that clearly identifies policies and repercussions.
- Understand your company's termination policies and procedures.
- Have a witness in the room (HR or senior manager).
- Conduct the termination in private.
- Communicate verbally and in writing why they are being fired, citing specific policies and examples.
- Arrange to have employee escorted off the premises (if necessary).
- Have the employee's final paycheck ready or communicate when it will be sent.
- Repossess any company property, keys, phones, etc.
- Confirm the address to send documents, year-end tax forms, final paycheck, etc.
- Be calm, kind and clear.