

Separation Checklist - Discharges

Purpose/Summary

The following are checklists employers can use to ensure proper documentation and steps are taken when an employee is discharged. The checklists are broken down by reasons for discharge.

Product

Unemployment Process – Checklists

Details

The following are checklists an employer can use to ensure proper steps and documentation are obtained when discharging an employee. Click on a link below to be taken to that specific discharge reason checklist:

General

Safety Violation

Suspension

**Destruction of, or Damage to
Company Property**

**Unsatisfactory Work
Performance**

Cash Shortages

Violation of Company Policy

**Unauthorized Removal of
Company Property**

**Excessive Absences
and/or Tardiness**

Personality Conflict

Falsification

Willful Refusal to Perform Duties

Sleeping on the Job

Insubordination

Substance Use at Work

Leaving Work Without Permission

Fighting

General

Final incident described in employee file (date, time, and specific details)	Employee aware of all company policies
Employee immediately discharged	Signed acknowledgment
Employee suspended pending investigation	Employee aware actions could result in termination
Prior occurrences of similar nature If yes: • Warnings (dates, specifics) • Employee signature on written warnings	Witnesses to final incident If yes: • Statements • Signatures from witnesses • Witness contact information in file
Progressive discipline steps taken and company policy regarding discharge followed	Union grievance filed

Suspension

Incident described in employee file (date, time, and specific details)	Employee aware of all company policies
Employee suspended pending investigation	Signed acknowledgment
Employee subject to discharge after investigation	Employee aware actions could result in suspension or termination
Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warnings	Witnesses to incident If Yes: • Statements • Signed • Witness contact information in file
Progressive discipline steps taken and company policy regarding suspension and discharge followed	Union grievance filed

Unsatisfactory Work Performance

Employee received and completed training	Employee suspended pending investigation
Employee in position long enough to perform satisfactorily and received favorable performance reviews	Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warnings
Employee has record of proper past performance	Progressive discipline steps taken and company policy regarding discharge followed
Employee's position/job changed If Yes: • New duties • New supervisor • Other - and complete description in employee file	Witnesses to final incident If Yes: • Statements • Signed • Witness contact information in file
Employee offered retraining employee aware of expectations	Signed acknowledgment
Final incident described in employee file (date, time, and specific details)	Employee aware actions could result in termination
Employee immediately discharged	Employee aware of all company policies

Violation of Company Policy

Policy is uniformly enforced	Employee aware of all company policies
Employee admitted to policy violation If Yes: • Verbally • In writing	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file
If policy violation is a criminal offense, authorities have been notified	Employee aware actions could result in termination
Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warnings	Signed acknowledgment

Final incident described in employee file (date, time, and specific details)	Employee immediately discharged
Employee suspended pending investigation	Union grievance filed
Progressive discipline steps taken and company policy regarding discharge followed	

Excessive Absences and/or Tardiness

Employee gave a reason for final absence or tardy If Yes: - Verbally - In writing	Prior occurrences of similar nature If Yes: - Warnings (dates, specifics) - Employee signature on written warnings
Final absence and/or tardy incident was beyond employee's control	Employee suspended pending investigation
Employee followed policy regarding notification of absence/tardiness (If no, See Discharge - Policy Violation)	Progressive discipline steps taken and company policy regarding discharge followed
Medical documentation provided (if applicable)	Employee aware of all company policies
Leave of absence available (FMLA)	Signed acknowledgment
No fault attendance or points system	Employee aware actions could result in termination
Final incident described in employee file (date, time, and specific details)	Witnesses to final incident If Yes: - Statements signed - Witness contact information in file
Employee immediately discharged	Union grievance filed

Falsification

Explanation about what employee falsified in file	Progressive discipline steps taken and company policy regarding discharge followed
Copy of falsified document in file	Employee aware of all company policies
Details about discovery and documents that led to discovery	Signed acknowledgment
Employee stood to gain personally	Employee aware actions could result in termination
Falsification could affect employer If Yes: Documentation about how	Prior occurrences of similar nature If Yes: - Warnings (dates, specifics) - Employee signature on written warnings
Final incident described in employee file (date, time, and specific details)	Witnesses to final incident If Yes: - Statements signed - Witness contact information in file
Employee immediately discharged	Union grievance filed
Employee suspended pending investigation	

Sleeping on the Job

Name and title of person(s) who discovered employee sleeping	Prior occurrences of similar nature If Yes: - Warnings (dates, specifics) - Employee signature on written warnings
Location where employee was discovered and description of circumstances of discovery	Progressive discipline steps taken and company policy regarding discharge followed
Employee explanation for incident in file	Employee aware of all company policies
Employee's proper location and shift documented	Signed acknowledgment
Employee on medication	Employee aware actions could result in termination

Final incident described in employee file (date, time, specific details)	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file
Employee immediately discharged	Union grievance filed
Employee suspended pending investigation	

Substance Use at Work

Employee was using drugs or drinking on the job	Employee suspended pending investigation
Employee was under the influence of drugs or alcohol on the job	Progressive discipline steps taken and company policy regarding discharge followed
Circumstances leading to determination of employee being under the influence documented and in file	Employee aware of all company policies
Blood or urine test administered If Yes: • Certified lab • Chain of custody of sample protected and each step documented	Company policy requires offer of rehabilitation before discharge If Yes: • Employee took opportunity • Employee declined • Multiple offenses
Employee offered re-test	Signed acknowledgment
Drugs, paraphernalia, or alcohol confiscated If Yes: • Chain of custody of sample protected and each step documented	Employee had history of drug or alcohol use/problems at work If Yes: • Rehab efforts made and documented • Warnings (dates, specifics) • Employee signature on warnings
Explanation made to employee regarding Final incident and documented	Employee aware actions could result in termination
Final incident described in employee file (date, time, and specific details)	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file
Employee immediately discharged	Union grievance filed

Fighting

Identity of all participants documented	Progressive discipline steps taken and company policy regarding discharge followed
Instigator of fight determined	Employee aware of all company policies
Self-defense by a participant involved and documented	Signed acknowledgment
Verbal threats or harassment	Employee aware actions could result in termination
Physical If Yes: - Person(s) were injured in altercation If Yes: - Details of injuries are documented - Medical expenses documented	Prior occurrences of similar nature If Yes: - Warnings (dates, specifics) - Employee signature on written warnings
Incident investigated If Yes: Written report	All participants discharged If No: Participants suspended pending investigation
Fight on company property or at company event/function	Witnesses to final incident If Yes: - Statements signed - Witness contact information in file
Final incident described in employee file (date, time, and specific details)	Union grievance filed
Employee immediately discharged	Authorities contacted

Safety Violation

Employee failed to follow safety procedures	Employee aware of all company policies
Employee was trained on safety procedures If Yes: • Details of training are documented, such as dates, continuing training, certification • Effect of violation on employer is documented	Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warnings
Person(s) were injured as a result of infraction If Yes: • Details of injuries are documented • Medical expenses documented	Witnesses to final incident If Yes: • Statements Signed
Final incident described in employee file (date, time, and specific details)	Signed acknowledgment
Employee immediately discharged	Employee aware actions could result in termination
Employee suspended pending investigation	Witness contact information in file
Progressive discipline steps taken and company policy regarding discharge followed	Union grievance filed

Destruction of, or Damage to, Company Property

Details of destruction are documented	Progressive discipline steps taken and company policy regarding discharge followed
Accounting of the property destroyed/damaged, including dollar value, is documented	Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on warnings
Incident was negligent If Yes: • Details of employee negligence are documented	Employee aware of all company policies

Employee admitted to destruction If Yes: • Verbally • In writing	Signed acknowledgment
Employee explanation for incident is documented	Employee aware actions could result in termination
Final incident described in employee file (date, time, and specific details)	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file
Employee immediately discharged	Union grievance filed
Employee suspended pending investigation	

Cash Shortages

Details of discovery are documented	Employee suspended pending investigation
Proof of employee misconduct (video surveillance, photos)	Progressive discipline steps taken and company policy regarding discharge followed
Dollar amount of shortage documented and verified	Employee aware of all company policies
Incident was reported to local authorities	Signed acknowledgment
Employee offered a chance to make restitution	Employee aware actions could result in termination
Employee admitted to infraction If Yes: • Verbally • In writing	Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warnings
Final incident described in employee file (date, time, and specific details)	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file
Employee immediately discharged	Union grievance filed

Prior instances If Yes: • Dollar amounts documented • Written record of shortages and possible sanctions discussed with employee • Employee balanced cash drawer before	
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Unauthorized Removal of Company Property

Details of discovery are documented	Employee suspended pending investigation
Proof of employee misconduct (video surveillance, photos)	Progressive discipline steps taken and company policy regarding discharge followed
Accounting of the property taken, including dollar value, is documented	Employee aware of all company policies
Incident was reported to local authorities	Signed acknowledgment
Employee offered a chance to make restitution	Employee aware actions could result in termination
Employee admitted to infraction If Yes: • Verbally • In writing	Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warnings
Final incident described in employee file (date, time, and specific details)	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file
Employee immediately discharged	Union grievance filed

Personality Conflict

Identification of the person with whom the employee had conflict is documented	Steps taken to alleviate conflict were taken and are documented
Employee's job changed recently If Yes: • Details of change(s) are documented	Conflict resolution policy in place If Yes: • Employee followed policy If No: • Employee, received and understood policy (See Discharge - Policy Violations)

Willful Refusal to Perform Job Duties

Identification of specific assignment or duty employee refused to perform is documented	Progressive discipline steps taken and company policy regarding discharge followed
Assignment/Duty was a regular part of employee's job duties If Yes: • Copy of job description is in file	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file
Assignment was given by employee's regular supervisor If No: • Name and title of person making assignment and reason this person made assignment	Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warning
Employee understood assignment	Employee aware of all company policies
Employee reason for refusal to perform is documented	Signed acknowledgment
Final incident described in employee file (date, time, and specific details)	Employee aware actions could result in termination
Employee immediately discharged	Union grievance filed
Employee suspended pending investigation	

Insubordination

Nature of insubordination documented in employee's file	Employee suspended pending investigation
Incidents leading up to incident are documented	Progressive discipline steps taken and company policy regarding discharge followed
Name and title of person to whom employee was insubordinate is in file	Employee aware of all company policies
Employee was aware that the person was in a position of authority	Signed acknowledgment
Final incident described in employee file (date, time, and specific details)	Employee aware actions could result in termination
Employee immediately discharged	Union grievance filed
Prior occurrences of similar nature If Yes: • Warnings (dates, specifics) • Employee signature on written warnings	Witnesses to final incident If Yes: • Statements signed • Witness contact information in file

Leaving Work without Permission

Employee's normal working hours	Employee failed to follow emergency notification policy
Employee was on a break or at lunch If Yes: • Designated areas for breaks/lunch	Employee gave reason for leaving If Yes: • Reason documented in employee file • Emergency policy explained to employee
Employee's return to work is documented in employee file	

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.