

Discharge Checklist

Index

- General
- Suspension
- Unsatisfactory Work Performance
- Violation of Company Policy
- Excessive Absences and/or Tardiness
- Falsification
- Sleeping on the Job
- Substance Use at Work
- Fighting
- Safety Violation
- Destruction of, or Damage to, Company Property
- Cash Shortages
- Unauthorized Removal of Company Property
- Personality Conflict
- Willful Refusal to Perform Job Duties
- Insubordination
- Leaving Work Without Permission

Discharge Checklist

General

- Final incident described in employee file (date, time, specific details, etc.)

- Employee immediately discharged

- Employee suspended pending investigation

- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings

- Progressive discipline steps taken & company policy regarding discharge followed

- Employee aware of all company policies

- Signed acknowledgment

- Employee aware actions could result in termination

- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file

- Union grievance filed

Discharge Checklist

Suspension

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

Discharge Checklist

Unsatisfactory Work Performance

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

Discharge Checklist

Violation of Company Policy

- Policy is uniformly enforced
- Employee admitted to policy violation
 - Verbally
 - In writing
- If policy violation is a criminal offense, authorities have been notified
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Excessive Absences and/or Tardiness

- Employee gave a reason for final absence or tardy
 - If Yes
 - Verbally
 - In writing

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

Discharge Checklist

Falsification

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

Discharge Checklist

Sleeping on the Job

- Name and title of person(s) who discovered employee sleeping
- Location where employee was discovered & description of circumstances of discovery
- Employee explanation for incident in file
- Employee's proper location and shift documented
- Employee on medication
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Substance Use at Work

- Employee was using drugs or drinking on the job
- Employee was under the influence of drugs or alcohol on the job
- Circumstances leading to determination employee was under the influence documented and in file
- Blood or urine test administered
 - If Yes
 - Certified lab
 - Chain of custody of sample protected and each step documented
- Employee offered re-test
- 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, etc.)
 - Employee signature on written warnings
- Company policy requires offer of rehabilitation before discharge
 - If Yes
 - Employee took opportunity
 - Employee declined
 - Multiple offenses
- Explanation made to employee regarding Final incident and documented
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Signed Statements
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Fighting

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

Discharge Checklist

Safety Violation

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

Discharge Checklist

Destruction of, or Damage to, Company Property

- Details of destruction are documented
- Accounting of the property destroyed/damaged, including dollar value, is documented
- Incident was negligent
 - If Yes
 - Details of employee negligence are documented
- Employee admitted to destruction
 - If Yes
 - Verbally
 - In writing
- Employee explanation for incident is documented
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warnings
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Cash Shortages

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

Discharge Checklist

Unauthorized Removal of Company Property

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

Discharge Checklist

Personality Conflict

- Identification of person with whom employee had conflict is 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)
- Steps taken to alleviate conflict were taken and are documented

Discharge Checklist

Willful Refusal to Perform Job Duties

- Identification of specific assignment or duty employee refused to perform is documented
- Assignment/Duty was a regular part of employee's job duties
 - If Yes
 - Copy of job description is 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
- Employee understood assignment
- Employee reason for refusal to perform is documented
- Final incident described in employee file (date, time, specific details, etc.)
- Employee immediately discharged
- Employee suspended pending investigation
- Prior occurrences of similar nature
 - If Yes
 - Warnings (dates, specifics, etc.)
 - Employee signature on written warning
- Progressive discipline steps taken & company policy regarding discharge followed
- Employee aware of all company policies
- Signed acknowledgment
- Employee aware actions could result in termination
- Witnesses to Final incident
 - If Yes
 - Statements
 - Signed
 - Witness contact information in file
- Union grievance filed

Discharge Checklist

Insubordination

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

Discharge Checklist

Leaving Work Without Permission

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