PRE-TERMINATION CHECKLIST

Before terminating an employee, make sure to go through this checklist to reduce the risk of litigation.

___ Have well publicized rules of conduct. This includes county wide policies, as well as department policies. Make your expectations well known.

___ Communicate your performance expectations. Use written documentation and be extremely honest and concise. Do not over evaluate your favorites or under evaluate your least favorite. Fairness must rule.

___ You must be candid when communicating to employees on their day to day performance and conduct. Let them know frequently how they are doing.

___ You must be uniform and consistent in your application of all standards and rules, you must effectively monitor your employee's performance and behavior.

___ You must document all of your actions. If you give a verbal warning, document it. Be specific. What is the infraction, when did you tell the employee, how you told the employee, what correction did you specify, did you give a timeframe for improvement. Make sure that you have everything in writing, that the employee signs and acknowledges the warning(s), and that you give the employee a copy of the documentation.

___ If behavior continues, follow-up immediately. Do not procrastinate. Do a complete investigation if there are allegations of misconduct.

___ Take prompt action on disciplinary and performance problems.

___ Appropriately use progressive discipline, when possible. Counsel employees when there performance or behavior is below standard.

___ Have another manager or legal counsel review your basis for significant employment decisions.

___ You should always, in advance, know when, where, and how you will terminate someone's employment. The meeting should be in person, in private, and timed to avoid unnecessary embarrassment.

___ Only involve other personnel as needed. Everyone in the office should not be involved or included. Do not use any one person as an example to others.