## Involuntary employee termination: Sample checklist

<table>
<thead>
<tr>
<th>Actions</th>
<th>Completed</th>
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</thead>
</table>
| **Develop progress plan**  
  - Date and time  
  - Location  
  - Employee exit strategy  
  - Participants  
  - Message  
  - Contingency plans | |
| **Calculate final payments**  
  - Notice  
  - Severance  
  - Vacation  
  - Overtime  
  - Bonus  
  - Commission | |
| **Organize termination agreement** | |
| **Remove from payroll**  
  - Arrange for Record of Employment (ROE) and provide copy to employee | |
| **Remove from group benefits plan(s)**  
  - Ensure that benefits are maintained during statutory notice period  
  - Arrange with carrier(s) to extend benefits beyond notice period as appropriate | |
| **Collect company property**  
  - Laptop and related equipment  
  - Cell phone  
  - Tablets  
  - Access card(s)  
  - Keys | |
| **Remove access to**  
  - Network  
  - Email  
  - Facility security codes  
  - Distribution lists  
  - Telephone lists | |
| **Inform appropriate individuals**  
  - Staff  
  - Clients  
  - Vendors  
  - IT service providers | |