

# A Guide to Handling Employee Terminations Professionally and Legally

## Step 1. Evaluate the Decision

- **Ensure Proper Documentation:** Confirm that the employee's performance, conduct, or other issues have been documented over time. This includes performance reviews, warnings, or any corrective actions.
- **Follow Company Policies:** Review your company's employee handbook or termination policy to ensure compliance with internal procedures.

## Step 2. Review Legal Considerations

- **Understand Employment Laws:** Familiarize yourself with federal, state, and local employment laws to avoid wrongful termination claims.
- **Consult Your HR Provider:** Contact your partners at TEL Staffing & HR to confirm that the termination process is legally compliant.

## Step 3. Prepare for the Termination Meeting

- **Gather Required Documentation:** Prepare the termination letter, final paycheck (if applicable), and details about benefits (e.g., COBRA, 401k).
- **Choose a Suitable Location:** Conduct the meeting in a private, neutral setting to maintain confidentiality and professionalism.
- **Involve Key Personnel:** Have a member of HR or another manager present as a witness.

## Step 4. Conduct the Meeting

- **Be Direct and Compassionate:** Clearly explain the decision, providing factual and objective reasons for the termination.
- **Maintain Professionalism:** Avoid emotional responses or unnecessary commentary. Stick to the prepared talking points.
- **Provide Next Steps:** Explain details about their final paycheck, benefits, and any outplacement services your company offers.

## Step 5. Manage the Exit Process

- **Recover Company Property:** Ensure all company assets (e.g., laptops, ID badges, keys) are returned.
- **Revoke Access:** Disable the employee's access to company systems, email, and other accounts immediately after the termination meeting.

## Step 6. Communicate with Your Team

- **Maintain Confidentiality:** Share only essential information about the departure with the team.

- Reinforce Company Stability: Assure remaining employees that operations will continue smoothly and address any concerns they may have.

#### Step 7. **Follow Up**

- Document the Termination: Keep records of the reasons for the termination and the steps taken in case of future disputes. Make sure to send a copy of termination paper work to [payroll@telstaffing.com](mailto:payroll@telstaffing.com).
- Reflect and Adjust: Use this experience to review and improve your company's processes for handling performance issues or terminations.

#### Need Help?

We understand that terminations can be complex and challenging. If you have any questions or need assistance with any of these steps, our HR department is here to help. Please don't hesitate to call us for expert guidance and support tailored to your specific situation.