

## Termination Considerations Checklist

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<input type="checkbox"/>	The reason for termination is job-related and non-discriminatory.
<input type="checkbox"/>	The infraction has been thoroughly investigated and documented.
<input type="checkbox"/>	The employee has been previously counseled.
<input type="checkbox"/>	Not too much time has elapsed between incidents which could prevent a termination.
<input type="checkbox"/>	The proper disciplinary procedures have been followed and documented.
<input type="checkbox"/>	The discipline is consistent with company policy and past practice for similar offenses.
<input type="checkbox"/>	Alternatives to termination have been considered (transfer, demotion, etc.)
<input type="checkbox"/>	The employee has received all rights under the law and company policies (for example, reasonable accommodation under the American's With Disabilities Act and state Fair Employment Practice laws, job protected leave under the federal Family and Medical Leave Act, etc.)
<input type="checkbox"/>	The discharge is not in retaliation against the employee for engaging in protected activities under the National Labor Relations Act, filing a workers' compensation claim or other claim against the company, garnishment action, or whistle blowing activity.
<input type="checkbox"/>	The discharge does not violate applicable state law exceptions to the employment-at-will doctrine such as implied contract, public policy, or covenant of good faith.
<input type="checkbox"/>	The discharge does not violate a Collective Bargaining Agreement.
<input type="checkbox"/>	The discharge does not violate a written or implied contract for continued employment.
<input type="checkbox"/>	An attorney has been consulted to discuss exposure to litigation and violations of state, federal, and local employment laws.