

Termination Protocol Example Joe Martin who works in a food supermarket as a stocker placing new good in the proper place out in the selling area

Night before Reread the file to familiarize yourself with the case

Next day Are you a morning or an afternoon person? When are your strongest?
Pick your time.

Be safe. If possible have another a management person present. (Union situation there must be a Shop Steward present.) You may also have a member of security outside the door if needed.

Begin the discussion "Joe" Effective April 4 the company has no further need for your services." (Do not use the word fired or terminated)

Soon to be Ex employee says ? "Why?"

Let's review the documentation

This section takes 3 minutes at most.

" Joe On Feb 5 You did not complete the task assigned in taking the packaged tomato packets out of the produce cooler and putting them on the proper shelf in the produce area. Shelf was empty during the evening We lost sales. You received written warning for negligence.

"On Feb 24 You were ordered to load a cart of bottles of orange juice. Despite the fact you had been trained on how to load the cart you incorrectly stacked to cases of glass bottles causing the cart to tip over while you were taking it to the selling floor, This created a need for a clean up in the dairy area and the loss of 19 glass bottles of orange juice which broke on the selling floor. You received a second warning in your file for negligence.

On March 14 You were ordered to remove a three shelf display fixture on the end of of an aisle. You were told to put it on a large cart and take it to the back dock. While in the process of moving the display fixture back to the dock your large cart collided with a customer's shopping cart filled with her purchases. The cart also contained a child secured in the child seat on the cart. The customer's shopping cart was knocked into the side of the deli case where the customer was waiting for her order. This upset the child's mother and the child. You were given again a warning for negligence. It was explained to you that this was your final warning.

On April 3 You were .sent to the parking lot to pick up shopping carts and bring them back into the store. The carts were lined up by you and then you placed a power cart behind the line of cart, push the bar and the power cart moves forward pushing the line of carts while you guided the carts toward the store entrance. It was raining rather than

making two trips of about twenty carts as you were trained you assembled more that was longer than twenty carts and began to push them toward the door. As the line of carts was too long you lost control and ran into the side a customer's car seriously damaging the front and back door. You had your final warning on March 14. For all of the above the company no longer has a need for your services

The next is 7 minutes

Must give him a check that day!

"Joe I have a check for you that covers the pay for this week including eight hours for today April 4. Also included in this check is your unused vacation pay and one personal holiday you did not use this year,"

Joe's Company healthcare

Joe You will be kept on the company healthcare program until the end of the month. If you wish coverage after April 30 you may keep it but you must pay the full cost of the healthcare policy administered by the company plus a small service charge."

"Joe you are a participant in the pension program and any money that you contributed will be refunded to you as well as any entitled company contributions within 60 days"

Joe's Unemployment:

Joe you are entitled to Unemployment Benefits. You may apply online or visit the local Unemployment Office. The company will not contest you application for benefits. (To contest this benefit involves going to hearing where both sides present their case and to why or why not the former employee should receive benefits. Remember this law is social legislation passed to help the employee receive money while he or she looks for other employment. and is usually granted. Think about it. You got rid of a bad employee didn't you? Why would you contest?

Joe's reference

Joe If a put us down as a former employer we will state "Joe Martin was employed as a stock person and was an employee in good standing until April 4 and was paid at union scale.

This all we allowed to say, We don't mention his bad performance or his record of negligence. If we do Joe can sue us. We release no other information to any private or public employer where Joe is seeking work.

If Joe has a locker the contents have been removed and are with the manager at the time. . Wish Joe "Good luck " and he leaves with a manager taking him to his with his property which he gives to Joe at the car. I