Five Termination Traps to Avoid

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August 18, 2022

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Welcome to the Webinar

- We'll email the recording and slides within a day

- Please use the Q&A box for questions.

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Agenda

- Lack of Leadup
- Dangerous Reasons
- A Meeting Without a Plan
- Poor Delivery of the News
- Mishandling the Aftershock

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Lack of Leadup

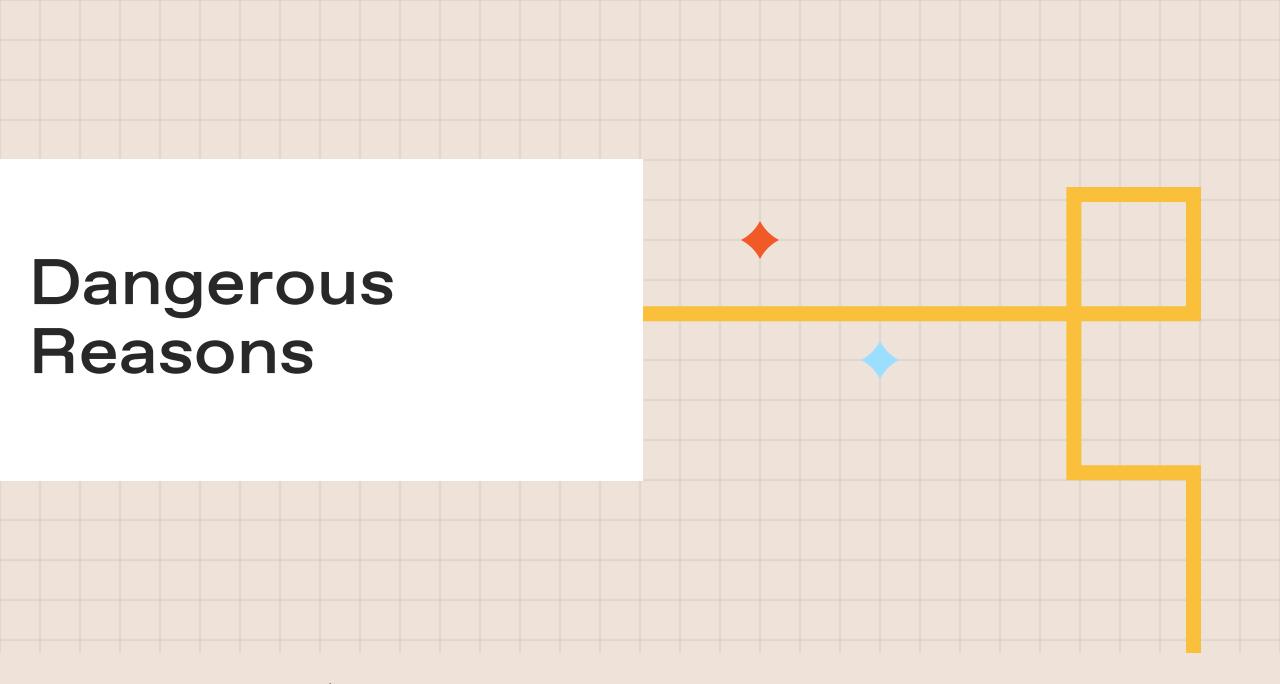Not tax or legal advice | Powered by Mineral™

Progressive Discipline

- AKA *disciplinary action* or *corrective action*

- Steps may include coaching, verbal counseling, written warnings, performance improvement plans, suspension, and final warnings

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Documentation of Issues and Efforts

- Documentation before termination

- Opportunities to correct behavior

- Exceptions for extreme cases such as violence, threats of violence, and gross misconduct

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Dangerous Reasons

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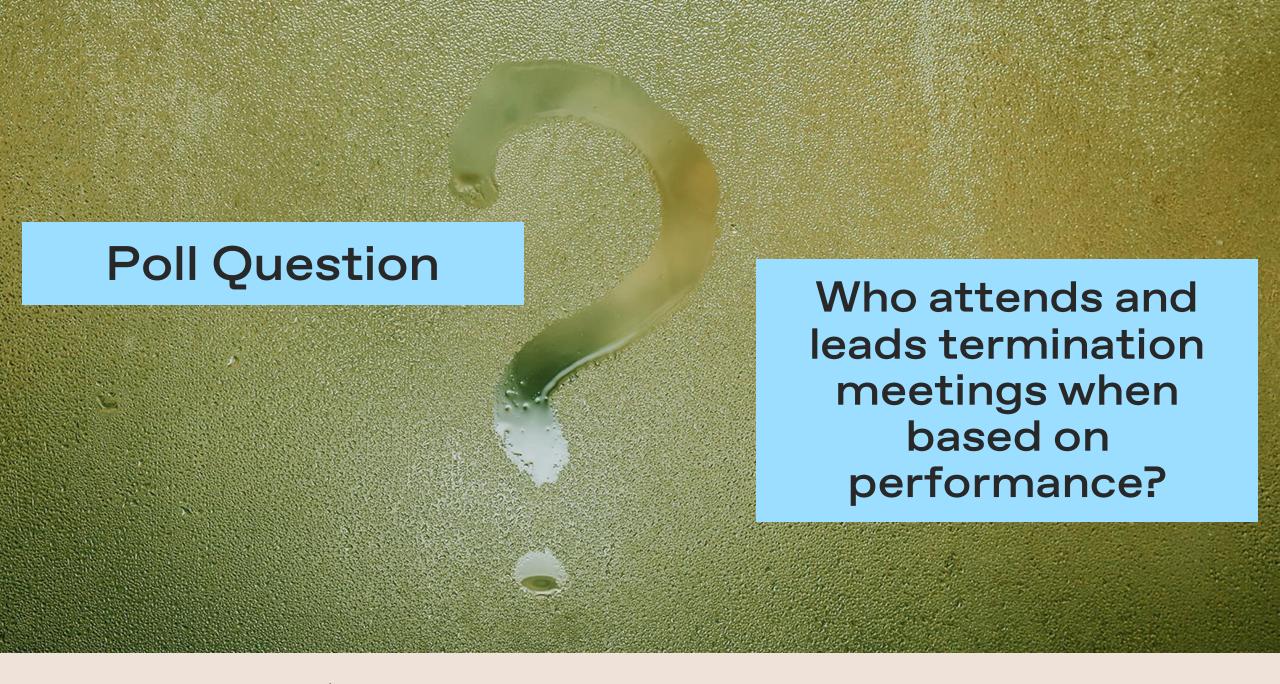
Do Your Due Diligence

- Investigate allegations before acting on them

- Make sure you can defend every termination decision to an outsider

- Question termination recommendations that sound fishy or biased

Be on the Lookout for Illegal Reasons

- Pregnancy

- Injury

- Sexual orientation

- Religious practices

- Complaining about wages

- Injury on the job
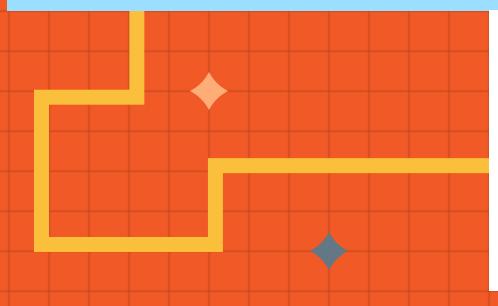
Poll Question

Who attends and leads termination meetings when based on performance?

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A Meeting Without a Plan

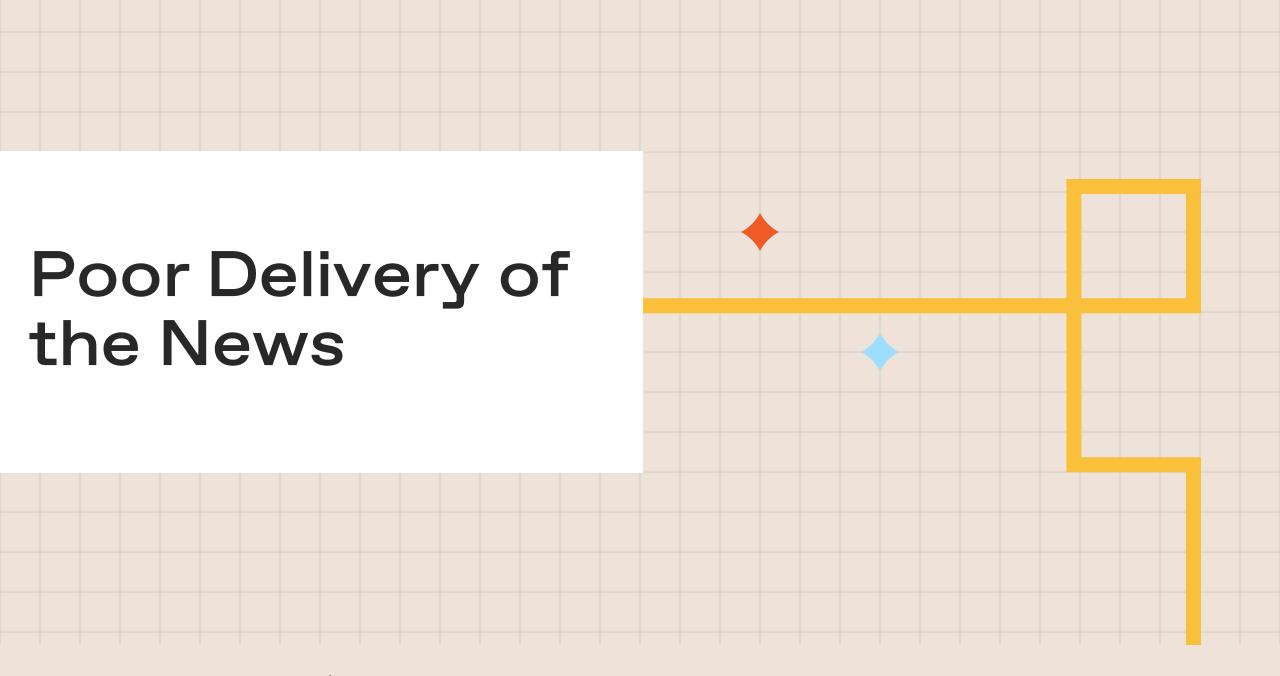Not tax or legal advice | Powered by **Mineral**

When and Where

- Act promptly

- Pick a good day and time of day

- Know when you want them to leave

- Hold the meeting somewhere private and that will allow for an easy exit for the employee

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The Paperwork and the Paycheck

- Have a final check ready with everything it needs to include; avoid unlawful deductions

- Provide information about unemployment insurance and continuation of benefits information if necessary

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Poor Delivery of the News

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Be Truthful and Clear

- Have a *short* script

- Don't exaggerate the problems

- Don't minimize the problems

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Handling Emotions or Continued Questions

- Remain calm

- Stick to your answers

- Don't be afraid to repeat yourself

- Don't feel pressured to expand on the reasoning or offer additional reasons

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Chat Question

1. What percentage of your termination meetings go smoothly?

2. What's the leading cause of termination?

3. What industry are you in?

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Mishandling the Aftershock

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What You Tell Other Employees

- Be as transparent as is appropriate considering the circumstances

- If you share the reason, follow the same rules as you did with the employee:

  - Don't exaggerate

  - Don't minimize

  - Decide how much you plan to share

  - Stick with the plan

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Unemployment Insurance

- Most employees will receive UI benefits, even if terminated

- Reply to UI division with the facts

- Exaggeration can lead to defamation

- An introductory period or temporary employment classification doesn't impact UI benefits

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Take Aways

- Have a good reason

- Make sure it's documented

- Make and stick to a plan

- Tell the truth

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Q+A

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Thank you!

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