

MANAGER'S SEPARATION CHECKLIST

- ❑ Review and practice your script. Obtain details from Human Resources or appropriate agency source, such as the business reason, effective separation date, etc.
- ❑ Reserve a private space in which to conduct the separation notification meeting.
- ❑ Anticipate employee reactions and plan your responses. Determine ahead of time any potential needs or personal situations that affected employees may be experiencing that will make this news additionally traumatic, i.e. divorce, serious medical condition, recent death in the family, etc.
- ❑ Develop or review procedures for handling medical emergencies; consider having medical personnel on-site for notification; keep emergency phone numbers ready.
- ❑ Consider those who have carpooled or use public transportation; ensure alternatives have been considered for getting these employees home if necessary.
- ❑ Obtain SEPARATION PACKAGE and information from Human Resources and review it.
- ❑ Map out the employee's next steps: Human Resources, return of property, collection of personal belongings, exit, etc. If possible allow the employee to make a choice (e.g., whether to collect belongings immediately or return later to do so).
- ❑ Plan for the employees' retrieval of personal belongings if they will be exiting immediately. Will you or security personnel be present?
- ❑ Identify property to be returned by separating employees (keys, passkeys, cell phones, state vehicles, computers, laptops, credit cards, bus cards, special equipment, etc.)
- ❑ Identify the person who will collect these items, and where and how to store them discreetly while you are conducting the next separation meeting. (Most people who must turn in their state vehicle immediately after the meeting can call someone for a ride; however, try to anticipate whether anyone who turns in a vehicle will have a problem getting home.)
- ❑ Coordinate with the appropriate technical departments to terminate the separating employees' voice mail and computer access after, not before, separation notification.
- ❑ Consider security issues. Make sure communication lines are working.
- ❑ Plan a communication meeting to reassure remaining employees; anticipate their reactions and plan your responses.