

## Employee Separation/Documentation

- Establish reason for separation of employment
  - Employee was discharged for misconduct – explain the misconduct
  - Employee quit without good cause – explain why they quit
  - Employee requests a reduction in work hours – document that the reduction in hours was voluntary
- Documentation
  - Employee Handbook and all policies – signed by the employee.
  - Documented warnings (verbal and written)
  - Payroll Status Change Notice
  - Letter of resignation
  - Supporting documents (timecards, in-staff training, etc.)
  - “Just the facts”
- Have a second person with you on any separation, promotion, warning, etc.
- Use cameras, when applicable.
- When an employee requests a leave of absence:
  - Report the leave on a Payroll Status Change Notice with the date the leave begins and the projected date it will end.
  - Provide the employee with FMLA documents (e-binder)
  - Employee will need to make arrangements to pay their portion of the insurance premiums during the leave.
- When you receive an unemployment claim, please forward it to the accounting office immediately.
- Have all new hire paperwork and drug testing done prior to employee’s first shift.