Expectations of your role, (EMPLOYEE POSITION), include regular attendance and punctuality.

Hilltop’s Attendance, Absenteeism and Tardiness policy (page \_\_ of the employee handbook) outlines the expectation that all employees will report for duty as scheduled and be consistent in their attendance.

The (PROGRAM NAME)’s attendance policy is: (ENTER PROGRAM SPECIFIC ATTENDANCE POLICY)

Throughout your employment, we have discussed attendance issues on (DATES OF CONVERSATIONS). On (DATE), you set a final plan of action to meet the expectations of your job.

Since the final plan of action, you have missed the following days and/or have been late to your scheduled shift:

|  |  |  |
| --- | --- | --- |
| Date  | Hours Missed | Does this absence fall under HFWA protection in the past 12 months? If yes, it won’t count against your attendance but will be noted to confirm you received this protected time off. |
|  |  | (Yes or No) |
|  |  |  |
|  |  |  |
|  |  |  |

Unfortunately, the final plan of action was unsuccessful. Due to the continued failure to meet job expectations, your employment is being separated effective immediately.

|  |
| --- |
| Additional Comments:  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (if applicable) Date

# Supervisor Separation Checklist

# Before Separation

[ ]  Termination paperwork reviewed by PeopleOps *(involuntary termination only)*

[ ]  Notify payroll ASAP to allow 24 business hours to cut final paycheck *(involuntary termination only)*

[ ]  Employee fills out voluntary resignation form or informs you of resignation in writing

[ ]  Start workflow to terminate employee in UKG. *NOTE: This must happen no later than the day of separation, you should do this before the last day worked. For involuntary terminations, submit this as soon as conversation has happened.*

[ ]  Upload termination or resignation into UKG documents

# Day of Separation

[ ]  Complete employee’s timecard

[ ]  Upload termination or resignation into UKG documents

[ ]  Ensure they return all Hilltop Property

[ ]  Name Badge

[ ]  Keys

[ ]  Uniform shirts

[ ]  Laptop/IT Equipment/iPod

[ ]  Gait Belt

[ ]  Company Credit Card

[ ]  Ensure they clean out their personal items from office, desk, or locker

[ ]  Notify IT to shut off access to all Hilltop systems

[ ]  Notify IT to forward emails to appropriate person

[ ]  Shut off access to any program specific systems that IT does not control

[ ]  Email property services to remove door access & arming codes to buildings

[ ]  Put in work order to reset inside-the-building door codes (offices, file rooms, etc)

[ ]  Notify program leadership/participants/vendors of departure, if necessary