Expectations of your role, (EMPLOYEE POSITION), include consistently displaying acceptable workplace behavior.

Hilltop’s Employee Conduct policy (page \_\_ of the employee handbook) outlines that certain conduct is considered unacceptable. This conduct includes:

* (LIST THE BULLET POINT OF UNACCEPTABLE CONDUCT FROM EMPLOYEE HANDBOOK)

On (DATE), you set a final plan of action to meet the expectations.

Since the final plan of action, your conduct has not met the expectation of displaying acceptable workplace behavior. This was displayed through (SHORTLY RECAP THE SITUATION).

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