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