

Separation Checklist

Attention: Refer to the operative collective bargaining agreement for guidelines on disciplinary and discharge procedures, which may impose additional requirements for discipline of union members.

Performance

<u>Yes</u>	<u>No</u>	
_____	_____	Was the employee aware of company policy?
_____	_____	Did the employee receive a copy of work rules or employer handbook?
_____	_____	Did the employee sign acknowledgment/receipt of work rules or employee handbook?
_____	_____	Did the employee receive prior warnings for the poor performance?
_____	_____	Did they employee know that they could be discharged if they continued with behavior?
_____	_____	Did the employer follow internal progressive discipline policy?
_____	_____	Was the employee treated fairly and consistently with others who had similar performance problems?
_____	_____	Was the final incident documented and detailed?
_____	_____	Was the final incident within the claimant control?
_____	_____	Did the employee receive regular performance evaluations?
_____	_____	Did the employee previously perform at acceptable standards?
_____	_____	Did the employee receive training?
_____	_____	Did employer offer to retrain or transfer employer to more suitable position?
_____	_____	Were their any changes to the job duties from the original hiring agreement?
_____	_____	Was the employee placed on a performance improvement plan?

In a performance discharge, inability is not misconduct and neither is incompetence. If the employee truly had no ability to do the job, the state will view this as a poor hiring decision. Instead, show how the claimant failed to do the best he or she could.