PRE-DISCHARGE CHECKLIST

□ Did the employee violate an existing rule or policy?
□ Is the rule or policy posted or published?
□ Was the employee aware of the rule or should they have been aware of it?
  □ Has the rule or policy recently changed?
□ Was the violation or incident properly investigated?
  □ Can the violation be independently verified?
  □ Were all witnesses interviewed (including employees, supervisors, and witnesses identified by the employee)?
  □ Was the employee interviewed?
  □ Were all necessary documents and physical evidence obtained?
□ Does the violation warrant discharge/does the punishment fit the crime?
  □ Has the employee received written warnings for the same conduct in the past?
□ Was the incident/violation sufficiently severe to warrant discharge?
  □ Did the incident/violation create safety concerns?
  □ Could the incident/violation create liability for the facility?
  □ Did the incident/violation result in significant monetary losses?
  □ Does the employee have a documented record of performance deficiencies?
□ Have alternatives to discharge been considered?
□ Are previous performance appraisals inconsistent with discharge?
□ Is the employee in a protected group?
  □ Title VII, ADA, ADEA
  □ Has the employee made any protected complaints in the past 6 months?
  □ Has the employee recently taken a leave of absence?
  □ Has the employee recently filed a workers’ compensation claim?
□ Has a similar incident occurred in the past and, if so, was it handled similarly?
□ Is the written/oral record consistent with the stated reason for discharge?
□ Is severance and a severance agreement necessary?
□ Does the employee have a written contract that requires severance, notice, or cause?