TERMINATION CHECKLIST

Employee Name:_____

Terminate Date:_____

Employer's Due Diligence Prior to Termination: to justify legitimate non-discriminatory, non-retaliatory reason for termination (e.g. input from Employee's supervisor, review of Employee' personnel (re: are there any issues to be mindful/careful of before termination? Consult legal counsel if necessary before termination.) Termination/Exit Interview with Employee (conduct in discrete manner to protect Employee's dignity - outside sight and sound of other employees.) Final Paycheck (all earned wages, including accrued vacation/PTO must be paid at time of termination.) Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlef CA Dept. of Health – Notice to Terminating Employee (HIPP Program) CoBRA Notice (if employees on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA regulations) CoBRA Notice (for small employers <20 · if employee on health plan, must be provided by plan administrator within time requirements under CACOBRA regulations)	Required/ Applicabl e?	Document/Event Description ¹	Date Given/ Conducted	Date Returned Filed/Sent
termination (e.g. input from Employee's supervisor, review of Employee' personnel (re: are there any issues to be mindful/careful of before termination? Consult legal counsel if necessary before termination.) Termination/Exit Interview with Employee (conduct in discrete manner to protect Employee's dignity – outside sight and sound of other employees.) Final Paycheck (all earned wages. including accrued vacation/PTO must be paid at time of termination.) Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional - is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee unless and until he/she provides ty plan administrator within time requirements under Cal-COBRA regulations) <td></td> <td>Employer's Due Diligence Prior to Termination: to justify</td> <td></td> <td></td>		Employer's Due Diligence Prior to Termination: to justify		
Employee' personnel (re: are there any issues to be mindful/careful of before termination? Consult legal counsel if necessary before termination.) Termination/Exit Interview with Employee (conduct in discrete manner to protect Employee's dignity - outside sight and sound of other employees.) Final Paycheck (all earned wages, including accrued vacation/PTO must be paid at time of termination.) Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers 20 - if employee on health plan, must be provided by plan administrator within time requirements under COBRA rights CoBRA Notice (for small employers 20 - if employee on health plan, must be provided by plan administrator within time requirements or within time requirements under CALCOBRA regulations) COBRA Election Form Severance and Release Agreement (optional - is severance going to be offered in exchange for a release of claims? If so: It must contain required language under WBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until				
of before termination? Consult legal counsel if necessary before termination.) Image: Second Sec				
termination.) Termination/Exit Interview with Employee (conduct in discrete manner to protect Employee's dignity - outside sight and sound of other employees.) Final Paycheck (all earned wages, including accrued vasation/PTO must be paid at time of termination.) Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphleti CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 · if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations)				
manner to protect Employee's dignity - outside sight and sound of other employees.) Final Paycheck (all earned wages, including accrued vacation/PTO must be paid at time of termination.) Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health - Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgment of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional - is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
other employees.) final Paycheck (all earned wages, including accrued vacation/PTO must be paid at time of termination.) Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional - is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)		Termination/Exit Interview with Employee (conduct in discrete		
vacation/PTO must be paid at time of termination.) Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
Final Paycheck Acknowledgment Form (recommended) Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphleti CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee uless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)		Final Paycheck (all earned wages, including accrued		
Termination Letter (optional) Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089) Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
Notice to Employee re: Change in Relationship [Unempl. Ins. Code § 1089] Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
[Unempl. Ins. Code § 1089] Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on				
Change in Relationship EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations)				
EDD Form 2320: California Unemployment Insurance Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) CoBRA Election Form COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
Pamphlet CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
CA Dept. of Health – Notice to Terminating Employee (HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
(HIPP Program) COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations)				
plan administrator within time requirements under COBRA regulations) Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations)				
Acknowledgement of Receipt of COBRA rights Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)		COBRA Notice (if employee on health plan, must be provided by		
Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations)		plan administrator within time requirements under COBRA regulations)		
health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)		Acknowledgement of Receipt of COBRA rights		
requirements under Cal-COBRA regulations) COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)		Cal-COBRA Notice (for small employers <20 - if employee on		
COBRA Election Form Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)		health plan, must be provided by plan administrator within time		
Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
effective (e.g. after 7 day revocation period under OWBPA/ADEA)				
		Request for return of all Company property & reminder of		

¹ Documents/checks highlighted in **Red** must be given to Employee at time of termination.

continuing obligation to keep Employer's proprietary and trade secret information confidential	
Response to/Appeal of Unemployment Insurance Claim (if applicable)	