

COURSE OVERVIEW

COURSE NAME **Terminations**

FACILITATION

Elizabeth Rager, Organization & Employee Development; Ivonne Allen, HR Client Services

COURSE LENGTH:

1.5 Hours

TARGET AUDIENCE:

Senior HR Consultants, HR Consultants. Directors: Shortened Version combined with portions of Coaching/Counseling/Discipline (Items Asterisked) – 1.0 hour

COURSE DESCRIPTION

When it comes to terminating employees, Senior HR consultants and HR Consultants are responsible for minimizing potential damage to both the university and employee. Understanding the different types of employment terminations, who to go to for what and your role in the non-academic, non-represented employee terminations is integral to the role and to the university as a whole. Ensuring that terminations are handled according to university policy and procedures and conform to all legal guidelines is part of this responsibility. You will need to coach managers on what to say and will serve as an objective observer during the termination conversation.

LEARNING OBJECTIVES

As a result of this module, participants will be able to:

- Classify the different types of terminations under each category: Voluntary vs Involuntary
- Explain the appropriate information needed for each type of termination (layoff, resignation, non-performance, policy violation/misconduct termination, attendance)
- Determine where your role begins and where your role ends with different employee groups/unions in termination processes*
- Prepare for the termination meeting (payout banks, last paycheck, meeting place, notification of WSU Police, if applicable, how or when employee will retrieve personal items, contact numbers for employees, etc.)
- Help determine when severance should be included and how to work with General Counsel and the department manager if severance is used
- Identify key factors to use during the meeting for a legal, fair, and dignified termination meeting
- Illustrate dealing with the typical emotional responses that may arise in a termination meeting

- List important follow up items that need to be handled and by whom (separation checklist)*
- Identify resources and tools to use in handling WSU Terminations*

PREREQUISITES (for Senior HR Consultants, HR Consultants and optional for Directors)

Prior to this module, it is recommended participants review the following Accelerate learning assets to give them the general background knowledge in Terminations:

Accelerate Courses

- *Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution* (hr_14_a02_bs_enus). Start with the pretest. If you pass at 80% that meets the pre-requisite. (1 hour) (Should have been already reviewed in previous course of Employee Relations Foundations)

Accelerate Book Chapter:

- Employee Separation from the *Human Resources Management Guide: An Essential Tool for Managing Day-to-Day HR Responsibilities* by J.J. Keller & Associates, Inc
- Chapter 15 – Terminating Employees from *The Management Bible* by Bob Nelson and Peter Economy

ADDITIONAL RESOURCES

Some additional Accelerate learning assets you could review to help you in dealing with termination of employees:

Accelerate Courses

- *Workplace Planning and Employment: Orientation, Onboarding, and Exit Strategies.* (hr_11_a04_bs_enus) *Lesson 4: Organizational Exits and Reductions in Force* (20 minutes)

Skillbrief

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