

## P-3 Personnel Termination

This form is used for every employee termination. Not only does this form serve to notify the payroll clerk, it also serves as a basis for unemployment claims by the employee. It is therefore important that the circumstances leading to the termination be explained in detail.

Following completion of the termination form, it should be mailed to the Monarch Payroll Clerk the day the individual is terminated. In addition, always have the employee sign the time report on his last work day informing him that this is necessary in order to get his final paycheck. We must prepare and deliver the final paycheck to terminated employees within five (5) working days according to state law. Managers must therefore call the payroll clerk the day of the termination with the hours worked by the terminated employee.

Steps Before Firing - Managers are given great latitude in managing on-site employees as they see fit; however, in the event that the manager decides to fire an employee, he should consult his property supervisor beforehand in order to discuss the circumstances. There can be important legal ramifications involved in firings and discussing reasons for firings beforehand can many times minimize any liability we might otherwise have.

Always give reprimands in writing for documentation purposes. Refer to Form P-10 "*Employee Reprimand Instructions*".

Unemployment Claims - Whenever a former employee claims unemployment benefits, a notice is sent by the State to the employer. This notice requests dates of employment and the circumstances under which the former employee left. If the notice is sent to you at the property, send it immediately to the payroll clerk. **DO NOT FILL IT OUT!** This will help us answer these claims efficiently and thus keep our insurance rate down.

Petty Cash – Insure that the Petty Cash is closed out before the employee is given their final check. If receipts are not available for the missing Petty Cash, then that amount will be held from the final check. If the employee provides proof (receipts dated after the last Petty Cash reimbursement) within thirty days of termination, Payroll will reimburse the withheld funds at that time (within thirty days of termination).