**Missouri Department of Transportation**



**Supplement to Separation Checklist:**

**Guide for Disciplinary Terminations**

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| Before the Termination/Separation: | |
|  | Supervisors and managers should work with their local HR manager to determine if the Threat Assessment Team should be implemented as outlined in Personnel Policy 2512, “Workplace Security,” <http://hr.modot.mo.gov/index.php/Policy_2512> |
|  | If appropriate, when a potential security risk exists, the local HR or management team member should contact the local police, sheriff, or Highway Patrol office to inform them of the impending termination of an employee. If appropriate, ask the law enforcement official to be either on or near the property on the day and time of the termination. |
|  | Determine if exterior lock-down procedures should be activated and for the appropriate duration. |
|  | Central Office or district employees should be notified of any exterior lock-down situations. |
|  | As appropriate, management team members should be notified of the upcoming termination. |
|  | Immediately restrict building and network access for all employees being terminated and for those employees who resign or retire in lieu of termination. |
|  | MoDOT supervisors and managers are required to recover all department equipment from the employee such as a lap top computers, cell phones (including sim cards), pagers, flash drives, identification cards, calling cards, business travel cards, parking permits, keys to the building, etc. If the items are not recovered, the appropriate parties shall be notified. |
|  | Management should consider waiting until the end of the workday to terminate |
|  | Notify IS to remove employee access to email and network right before/during the termination conversation |
|  | MoDOT management should determine how the employee will remove or receive his or her personal belongings. Each situation is different and should be assessed to determine the appropriate method for a terminated employee to retrieve his or her personal belongings. The following offers a variety of options depending upon the situation:   * During the termination, have two members of management pack the employee’s personal items and belongings and either hand deliver the items to him or her after the termination or mail the items to the employee’s home; or * Following the termination, two members of management should immediately assist the former employee in packing his or her personal belongings; or * Following the termination, two members of management should make arrangements to assist the former employee after hours in packing his or her personal belongings. * Following the termination of a telework employee, the terminated employee should return all department equipment to designated contact |
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| During the Termination/Separation: | |
|  | Have at least two members of MoDOT management present at the termination. At least one of these individuals should be of the same gender as the person being terminated |
|  | If terminating a teleworker, have the employee come into the office. If this is not possible, termination can be done via videoconference or phone. It should not be done via letter or email. |
|  | Communicate to the employee they are prohibited from returning to MoDOT facilities (district offices, central offices, maintenance buildings) without calling a supervisor in advance to make arrangements. |
|  | Provide SATOP or substance abuse treatment information, if applicable |
|  | Provide Employee Assistance Program (EAP) Information |
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| Following the Termination/Separation: | |
|  | The employee should be escorted from the building and observed to ensure they leave the property without incident. |
|  | Consider increasing security or having local law enforcement present for the next few days. |
|  | Employees in the building and nearby area should be notified the person is no longer working for the department. |
|  | If employees feel threatened at work or away from the workplace, they should contact local law enforcement for assistance and inform the appropriate department personnel to determine if any security measures should be implemented. |