

Department: ALL MANAGERS

Last Updated: 08/20/2020

Subject: INVOLUNTARY TERMINATION

HID#: 40

### PURPOSE

Ensure proper BigRedF protocol and compliance guidelines are met for involuntary hourly employee terminations. *\*For Manager terminations, please contact your Director and HR*

### RESPONSIBILITY

All BigRedF Managers (GM, Chef, AGM). GM is responsible for submitting requests for a final check along with proper documentation.

### HOW-TO

In preparation for an involuntary employee termination:

1. Conference with the employee and a second manager - allow an opportunity for them to provide their perspective, side of the story, feedback, etc.
2. Suspend the employee for 'offense' in order to further investigate and prepare for termination
  - o If there is gross misconduct or violation of a Company policy that results in immediate termination (theft, intoxication, violence) ask the employee to clock out and leave the premises immediately
3. Ensure you have prior disciplinary documentation (i.e. that the coaching & counseling process has been followed) including verbal warning(s), coaching form(s), performance improvement plan (opportunity for employee to improve), and a final written warning
4. Conference with your Director and get approval for the termination
5. Complete the Termination Checklist (see below)

### TERMINATION CHECKLIST:

- Contact the employee and set a date and time for meeting
- Schedule two managers to be present
- Prepare termination documentation (see Coaching Form on learn.bigredf.com); include the cause(s) for termination – FACTS only, not opinion:
  - Detailed actions or violations of policy (if necessary results of investigation)
  - Cite previous verbal warnings, coaching forms and/or final warnings
  - Specifically cite final cause/incident for termination
- Final Check is prepared

*By law, involuntary termination checks must be available to the employee within 24 business hours.*

  - Pull the current payroll week's hours from Toast (Analytics & Reports > Labor > Summary > *select* This Week > Update)
  - Send snapshot of employee summary or total hours to payroll@bigredf.com for calculation of wages (tipped wages will be calculated based upon the average tips per hour over the last 2 weeks)
  - Verify/confirm that employee does not have any outstanding payroll advance or deductions

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- ❑ If you are a Boulder BigRedF restaurant, a check will be prepared by accounting; if your location has blank checks, please issue according to approved Net Pay total and scan a copy of the check and email to [accounting@bigredf.com](mailto:accounting@bigredf.com) and [payroll@bigredf.com](mailto:payroll@bigredf.com)
  - ❑ If you are terminating an employee mid-week, after payroll has been processed, we must stop payment on the employee's current check and issue at the time of termination; direct deposits will be deposited as scheduled on Thursday at midnight.
  - ❑ If an employee fails to show up for 2 consecutive shifts and/or is not responsive to calls or contact from a manager, it is considered Job Abandonment and we have no obligation to prepare for termination; the former employee will receive their final check on the next regularly scheduled pay date.
5. Employee is terminated in a quick and professional manner; if employee refuses to sign documentation, note that on the document and have witness/2<sup>nd</sup> manager sign
  6. Complete the Post-Termination Checklist (see below)

#### POST-TERMINATION CHECKLIST

- ❑ Terminate employee in TOAST and ADP; *NOTE: after reporting employee's hours to payroll for a final check, please DO NOT delete or remove employee's hours within Toast for the current week! We need the hours to determine the tip share/pool for payroll*
  - TOAST – Under LABOR, select EMPLOYEES, search for employee by name, then ARCHIVE (filebox icon to the right of the employee name)
  - ADP – PROCESS > HR > TERMINATE > SELECT EMPLOYEE > Click START; be sure to add termination documents to 'Supporting Documents'
- ❑ Inactivate employee user account in Schedulefly and any other digital platforms
- ❑ Remove I-9 from binder"
  - Ensure a scanned copy is attached to the employee documents section in ADP (page 1 & 2)
  - Shred I-9
- ❑ Review employee personnel file:
  - Ensure new hire paperwork is attached to the employee documents section in ADP
  - Scan and add any additional documents, paperwork, contents of personnel file to the employee documents section in ADP
  - Shred contents of employee file