## Instructions

All involuntary terminations **require** consultation with Human Resources (HR) before proceeding. HR will review supporting documentation, identify applicable areas of concern, and consult with General Counsel. After receiving agreement from HR and General Counsel to proceed with termination, the following steps should be completed. A member of HR should always be present in the termination meeting.

## Completed by Manager: Please check the appropriate box.

* Submit a Termination Form in Kuali as soon as the termination meeting has ended. Include the names of direct reports (if applicable) and to whom they will now “report to” in the notes section.
* **Communication Plan:** As the manager, it is important for you to notify those individuals the employee communicates and interacts with on a regular basis. Internal and external groups should be considered when creating a communication plan to include:
	+ Direct reports
	+ Department and division employees
	+ Other departments and/or employees impacted by the departure
	+ External key constituents

Provide information on whom to contact upon the employee’s departure and update remaining department employees on the reassignment of duties (if applicable).

* Follow IT offboarding instructions at this [link](https://butleru.my.site.com/askbutler/s/article/What-do-I-need-to-do-if-one-of-my-employees-is-leaving-Butler-offboarding-termination). Contact IT Help Desk for assistance.
* Change known passwords of department systems, vendor accounts/portals, and any social media accounts that do not use Butler network credentials.
* If you consider the termination a security risk, contact Facilities to change access codes to department doors and re-key doors, if applicable.
* If the employee is listed on the department webpage, contact the designated person in your department to have the listing removed.
* Contact the Business Office if the employee has a cell phone stipend.
* Make sure all Butler property, including files, is removed from the employee’s work area.
* Collect laptop/iPad/loaned equipment (if applicable). IT can provide an equipment list (if needed). *If the employee works remotely, coordinate with IT to collect their equipment or coordinate with BUPD on drop off options.*
* Have a box available for the employee to pack up their belongings after termination meeting. If the employee’s belongings need additional boxes and time, arrange for them to return to pack/pick up personal belongings. **Contact BUPD to be present for pick-up arrangements.** The manager or designated leader should be present with BUPD.

## HRBP Responsibilities

* Inform BUPD and IT of impending termination once a date has been determined. *If* *employee is currently a Butler student, notify IT* *for the creation of a separate network account*.
* Collect the following items during the termination meeting:
	+ All keys (if needed, arrange to have keys returned to BUPD)
	+ ID (if ID is not collected, call Facilities/BUPD for immediate access shutoff)
	+ Procurement Card (if applicable) – notify Purchasing to cancel the card
	+ Any other Butler property not collected by the manager
* Ensure the Benefits team provides the Benefits Exit packet to be delivered during the termination meeting.
* Accompany employee to their office space (with BUPD) to pack up their belongings. If there are time constraints, consult with manager to arrange for the employee to return to complete the process.