



# FixHR

## Termination Procedures Checklist for Small Businesses

- Ensure compliance with the Employment Relations Act 2000 and regulations regarding termination. Specifically see the following sections:
- Clearly document and maintain records of performance issues, disciplinary actions, or any incidents leading to termination.
- Review the employment agreement and any relevant policies to understand termination provisions.
- Notify the employee of the decision to terminate their employment, providing a written notice with the required notice period or pay in lieu of notice if the employment agreement allows for this.
- Calculate and process final payments, including any outstanding wages, holiday pay, or other entitlements.
- Retrieve company property from the employee, such as keys, access cards, or electronic devices.
- Cancel the employee's access to company systems, email accounts, and other relevant platforms.
- Inform other employees of the employees' departure from the company, maintaining confidentiality as required.
- Provide references or employment verification as per the company's policy and legal obligations.

Note: This checklist serves as a general guide. It is important to consult with legal professionals or employment advisors such as FixHR to ensure compliance with New Zealand employment laws and regulations, as well as any specific contractual agreements or collective bargaining agreements in place.