

# Termination Meeting Checklist

A *termination meeting* is one of the most difficult. In preparation for the meeting, consider the following:

1. Consider the location for the meeting.
2. Consider the day of the week and the time of day that will be most appropriate for the situation.
3. Get to the point quickly. Tell the lawyer the purpose of the meeting. Although the reason for termination should be communicated, there is no need to go through a step-by-step analysis of the documentation supporting the reason for discharge.
4. Advise that the decision is final and cannot be reversed.
5. Where appropriate, advise that alternative positions were explored.
6. Emphasize that all relevant factors were reviewed.
7. If applicable, stress that everyone involved in leadership agreed to the decision.
8. Clearly advise the lawyer of the effective date of termination.
9. Discuss the summary of the termination package. This summary should include, where applicable:
  - a. Working notice period
  - b. Salary continuance
  - c. Severance pay
  - d. Vacation pay
  - e. Continuation of health and life insurance benefits
  - f. Termination of Long Term Disability
  - g. Other benefits
  - h. Transition support /Outplacement
10. Wish the individual good luck, reconfirm your support and express confidence in his or her future. Your goal is to welcome him or her to the firm's alumni.
11. Book time for a *Second – details meeting* to discuss the following, but have all of this prepared in advance.
  - a. Advise what will be said and to whom within the firm about the reasons for termination
  - b. Negotiating References
  - c. How Clients will be notified
  - d. Which lawyers in the firm will take responsibility for clients and how that transition will be done
  - e. Use of office support during job search
  - f. Responsibility of the individual to service clients while at the firm
12. Items to be covered at *future meetings*:
  - a. Attending practice group meetings during notice period
  - b. Attending firm events during notice period
  - c. Administrative support
  - d. Appropriate memos to file

- e. Transferring files
- f. Precedents (use of and retention of)
- g. Confidentiality of client list
- h. Memberships (Dues, change of address notices)
- i. Last-day protocol (Security Cards, Blackberry, Cell Phones, Computers, Voicemail & E-mail)



**To Learn More**

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