

## SOP TERMINATION PACKAGE

### Manager

- Discuss termination with CEO
- Notify Office Manager of termination



### Office Manager

- Notify Finance of Termination  
Including days to be paid (i.e. accrued vacation etc.) and/or days due (i.e. negative vacation etc.)
- Prepare Termination Package
  - Notice Letter
  - Separation Data Sheet
  - COBRA Cover Letter
  - COBRA Information Notice
  - COBRA Enrollment Form (not included in package, check with medical carrier for form)
- Forward Termination Package to Manager  
Note: final pay must be distributed to employee within 24 hours of last day
- Update HR Information Systems
- Terminate benefits
- Notify building security



### Manager

- Review Termination Package with departing employee
- Collect company materials and/or equipment  
Review Separation Data Sheet, and return fully executed copy to Office Manager



### Office Manager

- File the following in former employee's personnel file:
  - Copy of Termination Package
  - Copy of fully executed Separation Data Sheet



### Office Manager

(if former employee elects COBRA coverage)

- Enroll former employee in COBRA coverage with medical carrier
- Track COBRA payments from former employee  
Forward payments to Finance
- At completion of COBRA eligibility, notify former employee and terminate coverage with carrier



**Office Manager**

(if Company receives request for references)

- Provide only the following:
  - Dates of employment
  - Job description
  - Verify salary
- (if former employee wishes Company to provide more thorough references)
- Send former employee Employment Reference Release. Upon return of signed copy, the Company may provide more detailed references.