

The HR Engineers

Human Resource Management Strategies for Growing Businesses

Employer Duties and Obligations on Discharging an Employee:

A Massachusetts Employer has the following Duties and Obligations upon discharging an employee:

On Day of Discharge:

- Provide the employee with written Notice of Separation via DET Form 0590-A.
- Provide Payment of all wages owed through last day of work including any earned but unused vacation days.
- Review information regarding status of company provided insurance plans, flexible spending plans, retirement savings plans.*

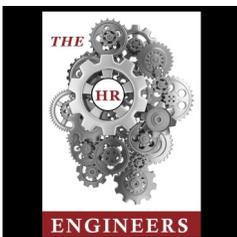
Within three weeks of Discharge

- Provide COBRA notice to employee and all adults covered under the company's Health Insurance policy/s.*
- Promptly respond to the DET Wage Inquiry you will receive if Employee files for Unemployment Benefits.*

Recommended Actions:

- Call your Payroll company to get proper amounts for withholdings on final check. Draft check and give to employee when you discharge him/her.
- Arrange to have someone with you when you conduct the termination.*
- Fill out front panel and provide copy of DET Form 0590-A to former employee (Blank copy attached)
- Draft formal Termination Letter stating termination date and last date worked and deliver to former employee.*
- Cancel any Company Credit or Gas cards the employee has
- Cancel any company paid cell phone, Pagers, etc.
- Have employee turn in all keys to company premises, vehicles, desk or file cabinets
- Terminate any internet access or voicemail access the employee may have through the company

** Items marked with an asterisk are items that we can provide for you, or assist you with.*



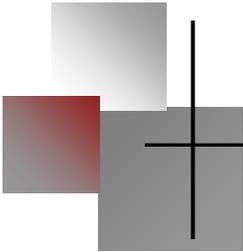
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Precision Engineered Human Resources Solutions for Growing Businesses

Immediate Actions: (cont'd)

for disruptive employee

- Inform staff via letter, email, or staff meeting, that in the interests of maintaining a Comfortable Work Environment for all, said employee has been asked to leave.*
- Advise staff that if there is any unwanted contact from the dismissed employee they should notify you immediately.*
- If you think it likely that the dismissed employee would try to enter the premises and cause disruption, look into obtaining and serving him/her with either a "Letter of Trespass" or a "Restraining Order". *

Future Actions:

- When contacted by DET give brief overview of reason the employee was terminated.
- Keep file of all communications with former employee as well as documentation of any reports of disturbances caused and or threats made by the employee.

Respectfully Submitted:

Denise C. Noble

Sr. HR Consultant

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