

# Breaking Up With Employees

Progressive Discipline,  
Terminations & Calm &  
Fair Exits in a Hybrid  
Workplace



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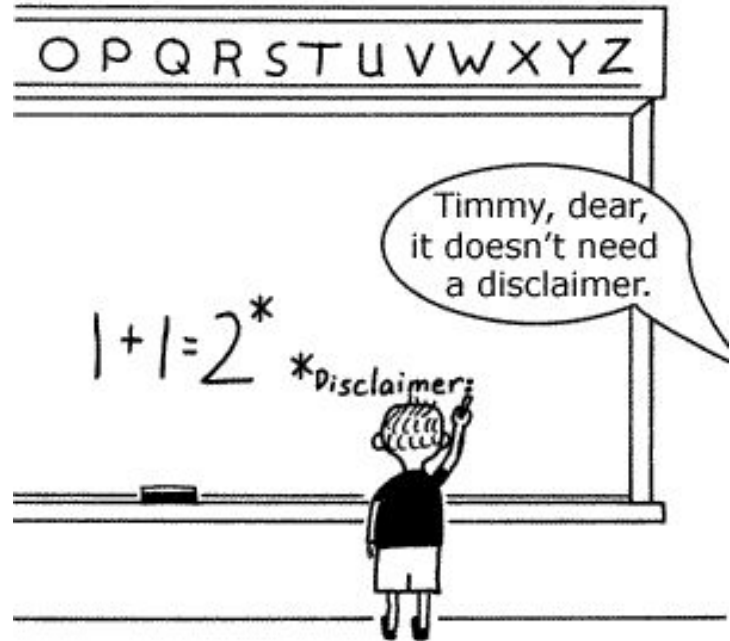
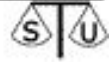
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Timmy  
doesn't need  
a disclaimer  
but we do...



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# Presentation Roadmap

- **Problem Employees**
- **Types of Terminations: Without vs For Cause**
- **Elements of Termination Packages**
- **How to Terminate an Employee Virtually**

# Problem Employees



# Problem Employees

- What To Do
- Accommodation Issues
- Progressive Discipline
  - Will it help?
  - What's the point?

# Types of Terminations





# Types of Terminations

- **Without Cause**
  - **ESA entitlements**
  - **Common Law entitlements**
  
- **For Cause**
  - **Cause under the ESA**
  - **Risks**

# Terminations

- **When You Shouldn't Terminate**
- **Human Rights Considerations**

# Elements of Termination Packages



# Elements of Termination Packages

- **Without Cause Termination Package**
  - **Is there a contract?**
  - **ESA requirements (notice, severance, vacation)**
  - **Benefits continuation**
  - **Gratuitous payment for a release**
  - **Bonuses, commissions & other stuff**

# Elements of Termination Packages

- **For Cause Termination Package**
  - **Entitlements**
  - **Cause Under the ESA**
  - **2-step package**

# How to Terminate an Employee Virtually



# Virtual Terminations

- **Prepare Ahead**
  - **Make a plan**
  - **IT cut-off, equipment pick-up etc**
  - **Set the meeting - video or phone?**

# Virtual Terminations

- **What to Say**
- **What Not to Say**



# Virtual Terminations

- **Send the Termination Letter**

## Next Steps

- **Get the Equipment Back**
- **Get the Release Signed**

# Questions?

To learn more about our team: <https://springlaw.ca/team/>

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