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Codashop free fire

Keep up to date with the latest daily buzz with the BuzzFeed Daily newsletter! September 11, 2006 6 min read The opinions expressed by Entrepreneur collaborators are their own. Firing an employee -- looking someone straight in the eye and telling them they no longer have a source of income -- is one of the most difficult things you'll ever have to do as a business owner. It's often as hard for the person who gives the bad news as it is on the person who receives it. And yet, it still needs to be done, especially if you have someone who is poisoning well and bringing the whole deal down with them. Assuming this person is an employee willing -- someone who does not have an employment contract that guarantees employment for a certain period of time -- here are ten tips to help you remove bad apple cancer from your business with a zero low risk of being sued for unfair dismissal.1. Check the feedback from the past. If you've been giving this employee brilliant performance reviews and a raise each year, they'll be understood shocked when you call them into your office and give them boots. Look back at your relationship with this employee, and if you've been sending too positive signals, don't fire the employee right away! Instead, start changing signals and let them know in clear terms that they're not living in Kansas anymore. 2. Give them a warning. Stay engaged in your office, explain that you are dissatisfied with their performance, and give them a limited time (I would suggest 30 days) to turn things around. Make sure that if they continue to fill in the void with their bad behavior, you will have no choice but to finish them immediately. Prepare a note on file detailing what you told the employee.3. Focus on specific behavior goals. Give your employee a list of behaviors that you find unacceptable and tell them exactly what they need to do to get back into your good graces. Don't let the employee drag you into a discussion that focuses on anything else you've just covered.4. Fire at the beginning of the week and never on a Friday. Assuming the employee doesn't turn things around for the better, fire them at the beginning of the workweek. Never fire someone on a Friday, because then they can stew about it over the weekend and come to work the next Monday ready for a fight, or worse.5. Make it short, sweet and to the point. Don't get caught up in the employee's emotions - have a box of Kleenex handy on your desk. Have a witness present during the meeting where the employee threatens retaliation. Then continue with the following steps:Tell the employee that they are fired and when to leave the office. Explain that burning is for the reason, but avoid going into details about the reasons for termination. You don't want to start a fight. Just points out that the employee did achieve the goals you wanted to achieve in their latest performance assessment. If the objects engage or get defensive, simply say I'm sorry, but my mind is made up. Explain how much compensation (if any) you will also provide and what other benefits you will be entitled to after they leave the job. Explain to them what you will say if someone calls and asks you for a job reference. Make sure you spoke to an employment attorney first and agreed on the exact wording.6 Don't let the employee linger. Unless there is an urgent reason to keep the employee around for a few days, tell them that they are leaving the business premises immediately after a short stop at their office to pick up any personal items. Escort employee at the door so that the employee does not have the chance to steal any company files, trash any computer data or change any computer passwords without your knowledge. Better yet, have another employee change these while the other employee is in your office so they can't go back to their office and wreak havoc with the computer system. Collect the company's office keys and credit cards that this employee may have.7. Ask for a release and give the employee an incentive to sign it. If the employee is a minority, a woman or is over 40 years old, I would recommend that they sign a release of liability. Do not draft this alone - there is a very specific language that a release form must contain in order to resist in court, especially if the employee is likely to claim age discrimination. Have the right employment law release project required before the exit interview - it should only take about an hour of the lawyer's time. Give the employee something in exchange for signing the release, and then you'll be entitled to a week's severance leave, Mary, but if you sign this release form, I'll be happy to extend that to three weeks. Talk to your lawyer if you want and let me know what you decide to do. You can't force an employee to sign a release, but you can give them a strong incentive to do so. Also, giving the employee the chance to talk to their lawyer demonstrates that you are not worried about being sued.8 Promptly reassign the completed employee's duties. As soon as the employee leaves the premises, call the other employees together, tell them that the employee no longer works for the company (but avoid giving details) and reassign tasks to other employees. This will prevent the start of a rumor mill will inculpate employees against any phone calls or negative emails they may receive from the fired employee.9 Do not fight against the employee's claim for unemployment benefits. If you do, it could be a hearing, which will be transcribed by a court stenographer. Regardless of what you say during the hearing, the former employee is likely to be granted benefits anyway, and if you say a thing off the line, you've just given ex-employee Exhibit A in the wrongful dismissal lawsuit. And the most important advice... 10. Get the job done. There's only one thing worse than firing an employee who's likely to be emotional, angry or violent, and that's not firing him. Taking on an employee who does not perform or wreak havoc with your business poisons your work in two ways: It allows harmful behavior to continue, and sends signals to other employees that they may get away with similar behavior. Firing an employee is hard, and there is no guarantee that you won't be sued no matter what you do, but if it needs to be done, you and your business do a great disservice by inevitably putting off. Last month's column on good employment practices, which highlighted the importance of replacing marginal employees with excellent ones, triggered an interesting round of discussions. Isn't it true, one collaborator asked, that most doctors tolerate marginal employees because it is less painful than firing them? It really is. Firing someone is never easy and is particularly harsh for doctors. Sometimes, however, it is inevitable if you want to keep the efficiency and morale of other employees as well as yours. Before you do this, however, make sure you have legitimate reasons, and assemble as much documentation as you can. Record all violations that may be completed in the employee's permanent record and document all verbal and written warnings. This is essential. You must be prepared to prove that the reasons for the termination were legal. Former employees will sometimes demand that any of their civil rights have been violated. For example, federal law prohibits you from firing anyone because of race, gender, national origin, disability, religion or age (if the employee is over 40). You can't fire a woman because she's pregnant or recently gave birth. Other illegal reasons include asserting anti-discrimination rights, refusing to take a lie detector test, and report OSHA violations. Also, you cannot terminate a person for refusing to commit an illegal act, such as filing false insurance claims, or for exercising a legal right, such as voting or participating in a political demonstration. You can't shoot an alcohol abuser unless he or she is caught drinking at work, but many forms of illegal drug use are the legitimate cause for termination. Other laws may apply, depending on where you live. When in doubt, contact the State Department of Labour or the Employment Office Fair. If a fired employee claims that he or she has been fired for any of these illegal reasons and you don't have compelling documentation to thwart the charge, you might find yourself defending your actions in court. If you anticipate such problems, you can ask the employee to a wave of future litigation in exchange for a concession from you -- would be the additional compensatory payment or a promise not to challenge an unemployment claim. It also consider adding liability insurance to employment practices (EPL) to umbrella policy, as processes are always a possibility, despite all efforts to prevent them. Once you have all the legal ducks in line, don't procrastinate. Ends with the first hour Monday morning. If you wait until Friday afternoon (as many do), you'll worry about the dreaded task all week, and the fired employee will stew about it all weekend. Explain the performance you expected, the steps you took to help correct problems you've seen, and the fact that problems persist. Try to limit the conversation to a minute or two, have the final salary ready, and make it clear that the decision has already been made, so that begging and pleading will not change anything. I was asked to share exactly what I was saying, so for what it's worth: I called you to discuss a difficult issue. You know we weren't happy with your performance. We're still not happy with it, despite all the discussions we've had, and we think you can do better elsewhere. So today, we will part with the company, and wish you good luck in your future efforts. Here's the dismissal check. I hope there's no hard feelings. There will, of course, be resentment, but that cannot be helped. The idea is to be quick, firm, and decisive. Stop this and let everyone move on. Be sure to get all your office keys back - or change the locks if you can't. Back up all important files on your computer and change all passwords. Most employees know more than you ever suspected. Finally, call the staff together and explain what you have done. They should hear the real story from you, not some distorted version through the rumor mill. You don't have to explain your reasoning or disclose every detail, but explain how termination will affect others. Responsibilities will need to be changed until a replacement can be hired, and all employees should understand this. If you are asked in the future to give a reference or write a letter of recommendation for the completed employee, make sure that everything you say is true and well documented.Dr. Eastern Dermatology practices and dermatological surgery in Belleville, NJ. He is the author of numerous articles and chapters by hand and is a long-time monthly columnist for Dermatology News. Write to . .

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