**Checklist for dismissal for operational requirements**

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| 1Consultation | When does the employer consult? (Consultation is required before the decision to dismiss has been taken) |    |
|   | With whom does the employer consult: |   |
|   | •persons prescribed by a collective agreement? | Yes/no |
|   | •workplace forum? | Yes/no |
|   | •a registered union? | Yes/no |
|   | •employees likely to be affected? | Yes/no |
|   | Do the parties consult on measures to avoid/minimise dismissals, eg short time, no overtime, moratorium on new appointments, early retirement, voluntary retrenchment and temporary lay-off? | Yes/noSpecify the measures considered and whether they can be implemented or not     |
| 2Disclosure of information | Has the employer disclosed the following: |   |
|   | •reasons for the proposed dismissal | Yes/noReasons: |
|   | •reasons for rejecting measures to avoid dismissals | Yes/noReasons: |
|   | •the number of employees likely to be affected and their job categories | Yes/noNumber of employees and job categories:.............................................. |
|   | •proposed selection criteria | Yes/noCriteria: |
|   | •proposed timing of the dismissals | Yes/noTiming: |
|   | •proposed severance pay | Yes/noProposal: |
|   | •proposed assistance to affected employees | Yes/noProposal: |
| 3Representations | Has the employer allowed an opportunity for representations by the other party? | Yes/no |
|   | Formulate the representations |    |
|   | Has the employer considered the representations? | Yes/no |
|   | Has the employer furnished reasons if he disagrees with the representations? | Yes/noReasons:  |
| 4Decision to dismiss | Have all possible measures to avoid dismissal been considered during consultation? | Yes/no |
|   | Is dismissal the only possibility? | Yes/no |
|   | If so, when has the decision to dismiss been taken? |   |
| 5Furtherconsultation | Are the consulting parties considering the following: |   |
|   | •changing the timing of the dismissals | Can the timing be changed?  |
|   | •selection criteria | Which criteria will be used to determine who is to be dismissed?   |
|   | •mitigating the effect of the dismissals | Can the employer assist employees to find alternative employment or will he re-employ retrenched employees?  |
|   | •notice pay | What is the required notice period?   |
|   | •severance pay | Is the employer paying the prescribed minimum of one week per completed year or is he paying more?  |
| 6Administrative obligations | Has the employer complied with the following: |  |
|   | •payment of outstanding wages? | Yes/no |
|   | •payment of notice pay in lieu of notice? | Yes/no |
|   | •payment of leave pay? | Yes/no |
|   | •payment of any other benefits due to employees? | Yes/no |
|   | •issuing of UIF card? | Yes/no |
|   | •issuing of certificate of service? |  |