

Procedure for Terminating a Household Employee

1. Help the employer come to an understanding of the necessity to terminate the employee.
2. Prepare a termination letter.
 - Include effective time and date of termination.
 - Describe the final salary payment.
 - If applicable, describe any severance pay and any conditions for accepting such pay, including the employee's agreement to waive any claims and to refrain from contacting the employer in the future.
 - Describe unemployment compensation benefits for which the employee might qualify. You may wish to include the address for the Department of Labor's unemployment compensation web page for the state in which the employee worked.
3. The task of terminating the employee can be done by the employer's family member, attorney, agent under Power Of Attorney (POA), or Daily Money Manager.
4. Never terminate the employee at the place of employment. (S)he should be terminated at his/her home.
5. Termination by telephone call is fine. The termination call should include:
 - effective time/date of termination.
 - final salary payment arrangements.
 - amount and terms of severance pay, if any.
 - instructions regarding limits on future contact with former employer.
6. Severance pay can be made conditional on the employee not calling or attempting to visit the former employer.
7. Ask the employee to describe any personal belongings at the employer's residence, including where they are located. Arrange to give the belongings to the doorman for pick up or ship them to the employee. Do not allow the terminated employee to go into the employer's residence to pick them up.
8. If the employee has keys to the residence, change the locks immediately after the termination call.
9. If the employee has any of the employer's debit or credit cards, have these cards replaced immediately after the termination call.

10. Instruct all remaining employees of the client NEVER to allow the terminated employee to enter the home.
11. If the home is an apartment, alert the building superintendent of the termination.
 - Instruct the superintendent that, if the employee arrives at the building, (s)he must be announced and cleared by someone in the apartment in order to proceed to the former employer's apartment.
 - Instruct all remaining employees of the client NEVER to grant such permission.
 - Note: You cannot instruct building staff to bar any visitor. You can only instruct that the building follow its own procedures.
12. Ask remaining employees of the client to alert you if they overhear phone calls from the terminated employee to the employer. Follow up with the terminated employee as needed.

Eddy & Schein Group can help with household employee management.

If you, or someone you know, could benefit from having a Personal Finance Manager, please contact Eddy & Schein Group for a **free phone consultation**.

Visit our [website](#) or call us: **New York 212-987-1427** or **California 917-881-7042**