Corrective Conversation and Departure Checklist

WC-26 | Chapter 16 | Both | Version 1.0

Use a private conversation to address specific work. Record facts and the worker’s response. Use a separate record for each person. Follow the employer’s review process before deciding consequences.

Write in the spaces or click a blank field to type in Word.

Worker and role	Participants and date

Item	Factual record
1. The standard or duty that applied	
2. What was observed, with date and time	
3. Effect on guests, safety, coworkers, or the operation	
4. What the worker said	
5. Correction, training, or support offered	
6. What must improve and by when	
7. What happens if it does not improve	

Follow up date, reviewer, and acknowledgment of receipt

If a medical issue, accommodation request, wage or safety complaint, or discrimination concern is involved, pause for qualified review before acting. Acknowledgment does not mean agreement.

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Departure planning checklist

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Worker and planned departure	Decision maker and review date

Check	Item	Evidence or next action
	1. Confirm who may make and deliver the decision.	
	2. Check for an open complaint, investigation, or accommodation request.	
	3. Confirm when final pay is due.	
	4. Confirm the notice and process that apply to the site.	
	5. Arrange return of keys, uniforms, equipment, and records.	
	6. Plan removal of gate, email, reservation, and payment access.	
	7. Decide what the remaining staff needs to know.	

Mark each item Done, Open, or N/A. Explain open items and name the next action.

Authorized reviewer, unresolved requirements, and next action

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Work handoff, property return, and departure contact

Confirmed dates for pay, site departure, and access changes

Ending a job does not by itself authorize a lockout, utility shutoff, or RV towing. Confirm applicable employment and housing requirements. Share only necessary operational information with the team.

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