**Redundancy checklist**

Use this checklist to make sure you do all the necessary steps for a good [redundancy](https://www.business.govt.nz/hiring-and-managing/ending-employment/employee-redundancy/) process.

|  |  |  |  |
| --- | --- | --- | --- |
| Steps 1 - 5: Go through the full restructure process | Yes | No | n/a |
| Have you:  |
| * documented your restructure proposal?
 |  |  |  |
| * invited people to a meeting to hear about the proposed restructure?
 |  |  |  |
| * held a meeting to discuss the restructure?
 |  |  |  |
| * gathered feedback about the proposal?
 |  |  |  |
| * considered feedback about the proposal?
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Step 6: Confirm the final structure in writing to employees being made redundant | Yes | No | n/a |
| Have you provided employees being made redundant with a letter that includes: |
| * how much notice you’re giving them, as stated in their employment agreement?
 |  |  |  |
| * the end date of employment?
 |  |  |  |
| * whether they’ll receive any compensation, and if so, how much?
 |  |  |  |
| * an offer to meet with them to discuss the outcome of the restructure process?
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Step 7: Meet to discuss the redundancy if an employee requests it | Yes | No | n/a |
| Have you made time to meet with any employees who wish to discuss the redundancy? |  |  |  |
| Have you made it clear to employees that they can bring a support person or representation to the meeting? |  |  |  |
| During the meeting did you: |
| * reconfirm the details of the redundancy letter?
 |  |  |  |
| * answer any questions your employee might have?
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Step 8: Complete the employee exit checklist | Yes | No | n/a |
| Have you read and downloaded the employee exit checklist?  |  |  |  |
| Have you completed everything on the list? |  |  |  |