

Reduction in Force Checklist

Your legal counsel should be kept informed and consulted with on each step of the process to ensure that you are compliant with any federal and state guidelines.

DEVELOPING THE PLAN

- What is the business strategy behind reducing staff? Is it to save money, restructure for better workflow processes, for example?
- What will the benefit be for the company by implementing a RIF? Can you quantify that with specific numbers or examples?
- Who will be most impacted by this? Just one department? One location? A specific team?
- Break this down into numbers and percentages for the entire company as well as for each department impacted.
- What are alternatives that you could offer to avoid permanent RIF?
- What will the RIF cost the company in terms of legal fees, outplacement services, and other administrative costs?
- What date does this need to be completed? Develop a timeline.
- Plan and create any press releases, public announcements, etc. How do you wish to portray the RIF to your stakeholders and the public at large? Who will be the point of contact for this?
- What criteria will be used to determine who will be directly impacted by the RIF?
- Are any potential employees that are in consideration for the RIF part of a protected class as determined by Federal or State guidelines?
- Are you compliant with Federal and State Worker Adjustment and Retraining Notification (WARN) Act Regulations?

IMPLEMENTING THE PLAN

- What date will this take place?
- Determine where, when, and how the one-on-one meetings will take place to notify impacted employees.
- Determine how you will announce the remaining employees of the RIF.

YOUR SEVERANCE PACKAGES

- How many weeks of pay will be given to employees?
- How long will your company cover medical and dental insurance for the employee?
- What will your EAP provide and for how long?
- Are there 401K loans that are still being paid and if so how will the payoff be handled?
- What Outplacement Service package are you providing the employee?

OTHER IMPORTANT DETAILS

- How will computers, phones, vehicles, and other company property be collected from each employee?
- When do you need to inform payroll?
- Be sure Human Resources has set up a method to track benefits and outplacement service usage.



If your company is considering layoffs, use this checklist to make sure you don't miss any important steps. Then contact us at Clearmont Technologies for guidance on how to make this process easier for you and your employees.