

LAYOFF PREPARATION CHECKLIST

Consider the following when preparing for a layoff.

- ☐ Reason(s) for the layoff.
- ☐ Number of people involved.
- ☐ Departments involved.
- ☐ Carefully consider which positions to layoff
- ☐ Layoff criteria. Examples: performance, seniority, job elimination.
- ☐ Layoff policy. State criteria decided upon and what regular pay, severance, and vacation pay will be paid.
- ☐ Advance notice. How much, and how, will it be given?
- ☐ Voluntary separation. Find out whether anyone wishes to quit voluntarily, or if employees of retirement age wish to take early retirement. Determine amount of severance pay to be offered.
- ☐ Seniority list.
- ☐ Company property. Review which employees to be laid off have possession of company property.
- ☐ Benefits. Have appropriate benefits people make arrangements regarding medical and life insurance coverage. Review pension plans if you have such benefits. Provide insurance conversion forms and send COBRA notifications. Prepare an information sheet to hand out to employees regarding what benefits they will have and for how long.
- ☐ Outplacement services. Include workshops in finding a job, writing a résumé, and interviewing.
- ☐ Unemployment insurance. Provide employees with information on how to collect.
- ☐ Recall rights. Clarify policy.
- ☐ Document activities in preparation for layoffs
- ☐ Carefully consider implementing a hiring freeze
- ☐ Consider veterans' preference
- ☐ Carefully consider early retirement incentives
- ☐ Carefully consider voluntary termination programs