

ALTERNATIVE WORK SOLUTIONS & TERMINATIONS

The process of alternative work solutions and layoffs can be difficult for the employer and employee. At SDHR Consulting, we help our clients prepare reasonable solutions. Our goal is to help you make the best business decision by considering creative solutions, and then only if necessary to follow termination best practices. At all times we ensure that employees are treated respectfully and that their dignity is maintained.

Services Included

1

Work with an HR consultant to understand your business's needs, short and long-term goals, and desired outcome. Help your organization evaluate if:

- reduced hours
- job sharing
- repurposing employees
- salary and benefits cost reductions

can solve your business' goals or if termination/layoffs are the best course of action.

2

If termination services are requested, SDHRC will guide the client through our termination process and checklist of items to ensure all necessary steps are taken to remain in compliance and ensure a smooth transition for your employees. A typical reduction in force/layoff is outlined as follows:

- Evaluate the client's risk factors
- Review WARN requirements with the client and if applicable, work with client on proper filing
- Create a company-specific termination procedures checklist (including outplacement services and security if needed) to ensure the client is in compliance and providing timely information to employees
- Prepare a termination packet, including the termination letter, benefits information, such as COBRA and HIPP notices, and unemployment information in addition to ensuring final paycheck requirements are met
- Help determine the best timing to conduct the reduction in workforce/layoff and plan for its consequences
- Assist with the strategy of messaging, coach the executive team on delivery tactics and messaging to employees
- Help the client consider morale effects and tactical strategies to address this in the workplace

Additional Services

- If requested, SDHRC can assist in conducting the reduction in force/layoffs or be there to help answer any questions. On-site presence is subject to team's availability and quarantine recommendations.
- The client can engage with SDHRC's employment attorney to ensure any additional legal concerns are addressed and that difficult separation decisions are handled appropriately.

CONTACT US TO LEARN MORE



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