



# The Compassionate Layoff Checklist

Presented by GetFive

## Introduction

Handling the employee offboarding process effectively, and with dignity and care, builds greater trust in your organization as an employer, enhances your employment brand, and helps position you as an employer of choice.

**“Organizations that provide employees with the same level of care during offboarding as onboarding can mitigate inconsistencies that might trigger fiscal, legal, reputational, and human capital risks.”**

– Darren Kimball, CEO, GetFive



## Layoff Checklist

*Employee separations are difficult for everyone involved. They are difficult for the manager delivering the message, for the HR professional supporting the action, and most of all for the employee being separated. Treating the employee with dignity and following the detailed steps set forth in this guide will help minimize risk to your organization and also help the separated employee(s) focus on moving forward.*

### 1 Preparation

- ❑ Clearly articulate the rationale/business case for the decision
- ❑ Determining timing of notification and effective date of separation
- ❑ Determine the location of the notification meeting
- ❑ Determine any security needs for the notification meeting
- ❑ Determine any severance package
- ❑ Prepare separation paperwork (including any legal releases)
- ❑ Build a detailed communication plan
- ❑ Draft talking points for notification meeting
- ❑ Inform key leaders of the upcoming notification, as appropriate
- ❑ Coach/train the manager who will be delivering the message
- ❑ Prepare for notification meeting(s)
- ❑ Determine notification support (e.g. HR, Security, outplacement company)
- ❑ Determine transition support (e.g. outplacement company)

## 2 Additional Prep Steps for a Reduction in Force (RIF) Work with your Legal department to:

- ❑ Review local, state and federal employment regulations to ensure compliance
- ❑ Conduct analysis to ensure that the planned RIF actions do not have disparate impact on a protected class of individuals
- ❑ Review and determine Older Workers Benefit Protection Act (OWBPA) compliance regulations
- ❑ Determine whether the Worker Adjustment and Retraining Notification Act (WARN Act) Act regulations will apply and, if so, build the necessary steps into your plan.
- ❑ Review state laws to determine any additional requirements\*  
*\* Some states have legislation that extend WARN-type notice requirements to small businesses*

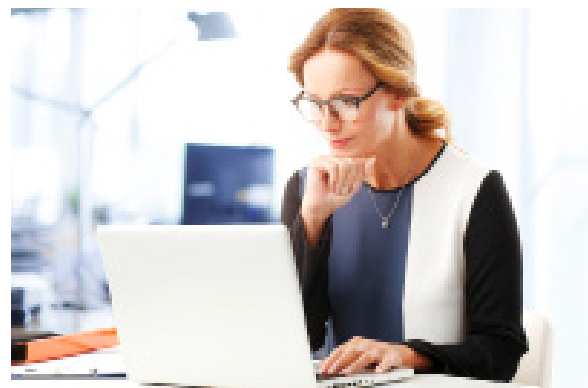
## 3 Execution

- ❑ Conduct notification meeting(s)
- ❑ Deactivate systems, e-mail and security access
- ❑ Collect company property and materials
- ❑ Have e-mails to employee's company e-mail account forwarded to a manager
- ❑ Communicate with other employees, as appropriate
- ❑ Process HR/Payroll separation of employee

# 4

## Post Separation

- ❑ Execute post-action communication plan
- ❑ Be available and watch for morale issues
- ❑ Monitor outplacement progress



→ **Tip:** Handling the employee offboarding process effectively, and with dignity and care, builds greater trust in your organization and helps position you as an employer of choice. Follow our ***The Definitive Guide to Offboarding and Employee Transitions*** and avoid the mistakes others make.

### *About the Authors*

#### BRYAN OLSON

Chief Human Capital Officer  
Columbia Care

#### DARREN KIMBALL, CFA

Chief Executive Officer  
GetFive



GetFive is a leading provider of scalable solutions in Modern Outplacement (moving on) and Career Development (moving up). Our award-winning outplacement solution is built specifically to reduce the reputational risk associated with managing the ups and downs of the business cycle, while providing the highest quality transition support for exiting employees. If you can protect your Glassdoor rating while managing through a crisis, you will be way ahead of the game when things normalize.

800-538-6645 | [GETFIVE.COM](https://www.getfive.com)

45 West 34th St, Suite 1111 | New York, NY 10001