



REDUCTION IN FORCE CHECKLIST

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LOCATION

NUMBER OF PEOPLE

By Location
By Level

CONTACT BY LOCATION

DATES OF ANNOUNCEMENT BY LOCATION

WHO IS RESPONSIBLE FOR MAKING ANNOUNCEMENTS?

Individual Announcements
Announcements by Department, Shift or Plant

REASON FOR REDUCTION IN FORCE

SELECTION PROCESS FOR REDUCTION

By Department
Seniority
LIFO

WILL DEPARTMENT BUMPING OCCUR?

Length of Bumping Period
Bumping Policy

EMPLOYEE DEPARTURE DATES BY EMPLOYEE/LOCATION

RETENTION BONUS

FEDERAL/STATE LABOR LAWS



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SEVERANCE POLICY

Length

Lump Sum or Bi-Monthly

Does Severance End When Employment Secured?

Vacation/Holiday Pay

Outplacement

SEVERANCE PACKAGE

COMPANY RELEASE FORM

Legal Review

LETTER OF REFERENCE POLICY

VERBAL REFERENCE POLICY

REFERENCE RELEASE FORM

SAVING/401k/INSURANCE PROCEDURES

REMOVAL OF PERSONAL EFFECTS

SCHEDULING SEPARATIONS

MEDIA SCRIPT

RISK ASSESSMENT

Past History of Strong Emotional Reactions

Recently Released from the Hospital or on New Medication

Known Personal or Family Problem

ANTICIPATED QUESTIONS FROM SEPARATED EMPLOYEES

COMMUNICATIONS TO REMAINING EMPLOYEES