

Layoff protocol assignment

Business



Lay off protocol for ABC Inc. All directors and Middle Managers C. E. O ABC Inc. Preamble The last three years have been tough economic times for ABC Inc. The company has been greatly impacted by the global crisis and as a result, revenue has been falling deeply. Compounded by a rise in the operational costs, the organization has been put at a compromising financial situation. Consequently, the board of directors with my office jointly decided on permanent layoff for 25 employees or otherwise a 5% layoff of the organization's workforce according to a fair and appropriate protocol. Layoffs have been used by organizations worldwide for the purpose of long-term business economic welfare (Kelly 84).

Layoff protocol

The layoff protocol is to be facilitated by the directors in close co-operation with the management team. It takes into account the current emotional and psychological distress being experienced in the organization and therefore requires that the implementation team adequately communicates the importance of this activity.

The criteria of selection shall be pegged on four major benchmarks that will include the years of service, the nature of work, performance appraisal records among other factors like recommendation by head of departments according to fairness and the organizational policy. The management shall look into requests for volunteering workers who intend to leave for other reasons. Secondly, the committee shall proceed to look at the classification of employees on the stated factors as indicated above. The order of priority shall be given to technical employees, those who have served for longer years and are therefore not able to look for other places and highly performing employees as recognized by the human resource policy

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mechanisms.

It is notable that the board arrived at this decision after considering other options and therefore it was the last option. The laid off workers shall also be given priority for redeployment should the current situation improve.

Work Cited

Kelly, Eileen. (2003). Ethical Perspectives on Layoffs of Highly Compensated Workers and Age Discrimination in Employment. *Journal of Applied Management and Entrepreneurship*, 8, (3), p84-97.