The Human Resources Director should immediately notify all 200 employees that they will be conducting layoffs on Thursday and Friday of the current week. Steingold (2015) explained that if you plan to lay off at least one-third of the full-time employees at a site (one that has 100 or more full-time employees) you must give a 60-day written notice to each employee. However, it is not required if a layoff is caused by unforeseen business circumstances (i.e. financial hard times and potential business shutdown).

In respect to the employees being laid off, I would suggest meeting with each employee individually. Spreading the layoffs over two days allows time to meet with each of the 100 individuals being laid off. As suggested by Steingold (2015), a Human Resources representative should “call the employee into a private office or meeting room and announce the decision” (p. 275). There are a couple of important pieces of information that should be shared with the terminated employee. First, it is important to explain that the employee was laid off solely because of the business’ financial crisis. With that being said, genuinely explain to the terminated employee that they would be more than willing to provide a positive letter of recommendation for any future job. Second, let the employee know what they should expect to happen in terms of final compensation and closure of benefits. According to Steingold (2015), “Most states have a law specifying when you must give a final paycheck to a terminated employee, which range from immediately (at the time of termination) to the next regular pay day” (p. 277). Make sure to share that timeframe in the termination meeting as well. If the company feels they have some leeway in providing a severance package (which may not be the case considering the layoff is due to financial instability) this is the time in which that should be shared as well.

The company should also worry about those employees that survived the layoff. These employees may become fearful of their job security which may result in decreased productivity in the workplace. I would suggest the company hold a company-wide meeting the Monday following the completion of the layoffs to convey a positive message. Employees may also be concerned about how they are going to take over the work of half of its workforce. Perlman (2014) explained, “With disruption comes the opportunity to challenge traditions, decide how to improve work processes and focus people and teams on the actions that actually contribute to winning and results” (para. 2). This is an opportunity for the company to provide positivity and motivation in moving forward and improving processes to get the company back on track.

Reference:

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Steingold, F.S. (2015). The Employer’s Legal Handbook: manager your employees & workplace effectively (12th edition). Berkeley, CA: NOLO.