

# RIF Interventions Deliverables

**Alternative interventions**

**Benefits review communications**

**Bonus/incentive payments**

**Communications**

Meeting assessment

Meeting facilitation

Meeting participants

Meeting script

To absent personnel

To remaining employees

**Competitor and other employer networks**

**Date final check tendered**

**Dealing with remaining employees**

**Employee assistance programs**

**Employee/facilities/equipment security**

**Evaluation for reassignment**

**Exit interview program**

**Job search assistance**

**Media interaction**

**Organization planning**

**Out-processing logistics and setup**

**Overtime payments**

**Pay reductions/freezes**

**Payroll requirements**

**Recruiting continuation**

**Setting job prerequisites**

**Setting primary requirements**

**Severance payments**

**Timeline of downsizing logistics**

**Union relations**

**WARN-ADA-FMLA-EEO-AAP-ADEA+**

**Working with placement firms**

**Working with unemployment agencies**

Additional and expanded

HR services are tailored

for specific client needs

**PHRST**  
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## Reductions-in-Force and Downsizing Interventions



PHRST offers *a la carte* human  
resource management through select  
Professional Human Resource  
Service Teams

est. 1984

# Reductions-in-Force and Downsizing Interventions

## What Is Needed

Work environments are changing today. Organizations in all areas, industries and of all sizes can face a RIF. Albeit difficult to face, RIFs can be planned, implemented and managed in an effective, proactive and people-sensitive manner.

## State-of-the-Art

PHRST knows how to plan, organize, implement, manage and lead a successful downsizing program from the first decision to reduce employees through released employees beginning new careers. Direct hands-on knowledge, skill and ability enable PHRST to assist organizations which may have their primary focus upon maintaining the business, with little time or know-how to effectively downsize. We provide proven tools, techniques and tactics to manage an effective, people-oriented downsizing.



## Knowledge, Skill & Ability

Our reduction-in-force team is staffed by human resource practitioners and led by certified senior professionals in HR management. We combine a thorough understanding of best practices, regulations and professional standards with technical expertise to deliver business-focused, real-world solutions in a manner which is effective and well accepted.

## When, Where & For How Much

Project completion requires approximately 5 workdays of varying times and schedules. Depending on client need, our professionals work at client locations, designated sites, or HRO offices. The basic service fee is \$2,400 payable at project initiation. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

## About PHRST

### Strategic Human Resource Management

**PHRST** stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

**PHRST** works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.