

WORKFORCE REDUCTION PROGRAMS

Resizing and Reshaping Your Workforce

When an immediate reduction in force is necessary to reduce costs and increase efficiency, a workforce reduction program, or separation program, may be appropriate. Employers may choose to implement a voluntary program, an involuntary program or a combination of the two.



CBIZ can assist in assessing the advantages and disadvantages of different approaches to help you weigh your options and determine the best course of action.

Our approach:

- **Design** – present design alternatives, document your preferences, and confirm selected options and procedures to determine benefits.
- **Cost / Benefit Analysis** – analyze the costs and benefits associated with different alternatives to help you select the program features best suited for your goals.
- **Implementation** – prepare timeline, project management materials, and communication materials as well as configure a secure web-based portal.
- **Administration** – deliver materials to eligible employees, act as the program administrator, and provide outplacement assistance and financial planning services if needed.

BENEFITS

- Maintain compliance
- Reduced administrative burden
- Access to a secure web-based platform designed specifically for reduction programs

YOUR CBIZ TEAM CAN HELP YOU DESIGN AND ADMINISTER A PROGRAM FROM START TO FINISH – FREEING YOUR STAFF TO FOCUS ON OTHER BUSINESS PRIORITIES.

RETIREMENT & INVESTMENT SOLUTIONS

[CBIZ.COM/RETIREMENT](https://www.cbiz.com/retirement)

Third party administration, actuarial, and other consulting services offered through CBIZ Benefits & Insurance Services, Inc.

© Copyright 2022. CBIZ, Inc. NYSE Listed: CBZ. All rights reserved.

