



Managing Your Workforce NOW

PRESENTED BY:

KEVIN GREY

&

BETH WILLIAMS

Human Resource Directors



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AGENDA

- Tips to Manage your Workforce
- FFCRA - Emergency Paid Sick Leave Act and CARES Act
- Your options - Furlough, Layoff or RIF
- Re-Opening the Business and Workplace
- Now What?



Tips to Manage Your Workforce

- Personalize your communication methods
- Reinforce organizational values
- Trust in your employees
- Increase recognition
- Equip employees
- Focus on outputs, not process



Families First Coronavirus Response Act

April 1 – December 31, 2020

- **Expanded Family Medical Leave Act for COVID-19**
 - Understand the interplay with existing FMLA requirements
 - Employer thresholds
 - Employee eligibility standards
 - Amount of paid leave
 - Coordination of benefits
- **Emergency Paid Sick Leave Notice**
- **CARES Act**
- **DOL postings at your work location**



Furlough, Layoff or RIF

BUSINESS CONDITION	ER OPTIONS	EE IMPACT	WAGES	ER BENEFITS
SHORT-TERM / SLOW DOWN	Furlough	Expects to return to work	Reduced /No Pay	Yes, typically
TEMP REDUCTIONS	Layoff	Expects to return to work	No Pay	Full benefits / COBRA
BUSINESS OPEN – perm. FTE reduction	RIF	No return to work	Severance / Benefits	COBRA

Note: Employees are eligible for VA Unemployment benefits if their hours of work have been reduced or employment terminated.



Re-Opening the Workplace

Business Considerations

- **Stay tuned to state and local guidelines**
- **Opening will be different**
 - Physical workspace modifications
 - Limiting in-person interactions and physical contact
 - Updates to employee scheduling
 - PPE requirements
 - Safety communication plan
 - Bringing back furloughed employees
- **Anticipate employee questions about returning to work**



Re-Opening the Workplace

Employee Impact: “The new post-crisis normal”

- Uncertain and tenuous office environment
- Health and safety concerns
- Adjustments to job expectations and work schedules
- Expect an emotional period for employees

Leaders should:

- Build trust and confidence quickly
- Focus on facts – without sugar coating
- Be transparent
- Celebrate the positives
- Build meaning out of chaos



Next Steps.....

- **Make adjustments in how you manage your team**
- **Be aware of Legal Notices and Legislation**
- **Plan for next phases of health and safety concerns**
- **Warren Whitney's HR team wants to help**



Questions?



Contact

BETH WILLIAMS

Phone: 804.301.8009

Email: bwilliams@warrenwhitney.com

KEVIN GREY

Phone: 704.962.2512

Email: kgrey@warrenwhitney.com

STEPHANIE FORD

Phone: 804.282.9566

Email: sford@warrenwhitney.com



NEXT WEBINAR

Surviving to Thriving in the World of Nonprofits
Using a worldwide disruptor to strengthen your organization

DATE: APRIL 29TH

TIME: 9:15 AM- 10:00 AM

PRESENTED BY:

KATHERINE WHITNEY

JANET MARSH



