

Owner to Owner Podcast Notes



Employee Reduction Options During Coronavirus Crisis

Episode #62

Summary:

Felicia Harris, Founder, and CEO of EverythingHR and EverythingHR Financial Services walks you through the options that you have presently to offer your employees during this critical time of uncertainty surrounding the COVID-19 pandemic. Felicia Harris offers helpful tips on both a Michigan state level and also a federal level to reassure your team that you have their back and so they know what their options are.

Show Notes:

- Go to the news section of EverythingHR.net to find coronavirus HR protocol information.
- Stay in contact with your employment staff.
- What are the differences between a furlough, a layoff and a reduction in the workforce?
- Felicia Harris goes step-by-step through employee reduction program options.
- How does the workshare program work?
- What are the differences between temporary leave vs. termination?
- Felicia Harris explains The Families First Coronavirus Response Act.
- The Emergency Paid Sick Leave Act applies to employers with less than 500 employees.
- Each one of these types of leaves come with a rate of pay.
- Send out the appropriate forms to your employees.
- Employees are allowed to have a private medical profile.
- Employers payroll withholding taxes.
- Take the responsibility and file for benefits on behalf of your employees.

3 Key Points:

1. Keep your employees steadily in the loop with consistent communication during the coronavirus crisis.
2. In Michigan, the maximum benefit for an employee, regardless of what their earnings were, is \$362. The workshare program will give them a percentage of that dollar amount based on their hours lost.
3. When employees are on temporary leave they also have the opportunity to apply for unemployment and federal programs.

Tweetable Quotes:

- “The very first thing that you should do is go to the news page on EverythingHR.net and review the sample coronavirus communication for your employees.” – Felicia Harris
- “A furlough is just simply you placing that employee on a leave. If you terminate that employee

you can accidentally end up disqualifying them for some of the federal benefits.” – Felicia Harris

- “When you are talking with your employees, do not make a contractual obligation or commitment to those employees. You should inform your employees that this may be an indefinite layoff. But, you do have intentions to bring them back.” – Felicia Harris

TIME STAMP:

03:33-04:18 - “I cannot tell you how valuable and how important it is for you to have consistent communication with your employees. Whether your business has been shut down completely or not. Either you develop a Zoom meeting, a YouTube or an email chain or something. You must keep them informed as to what’s going on with the business. There is nothing worse than having an employee feel as if they have lost their job. You don’t intend to bring them back. They don’t know what is going to happen. But, if you keep them informed and in the loop as to what is going on with the company, they will be able to plan accordingly.”

Resources Mentioned

Podcast

<http://elshaddaiconsulting.net/everythinghr-owner-to-owner-podcast.html>

Twitter

<https://twitter.com/everythinghr1>

LinkedIn

<https://www.linkedin.com/company/everythinghr1/>

Connect with Felicia Harris

<https://www.linkedin.com/in/felicia-g-harris/>

EverythingHR COVID-19 Coronavirus Information

EverythingHR.net/news