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## **Reduction In Force Management Service**

The **Reduction in Force Management Service** is the perfect option for employers seeking comprehensive, start-to-finish assistance in managing the entire RIF process. This Service includes the following:

- Providing guidance on the applicability of federal and state WARN Acts and requirements for compliance;
- Performing a Disparate Impact Analysis (see below for more information);
- Preparing and distributing separation packages to affected employees, including Separation Agreements, termination notices, and any legally required offboarding materials;
- Collecting signed Separation Agreements, fielding questions from impacted employees, and revising Separation Agreements as needed.

The fixed fee for the Reduction in Force Management Service is based on the number of layoffs. Please contact Mike Foley at [mike@foleylawpractice.com](mailto:mike@foleylawpractice.com) should you be interested in purchasing this service.