# WORKFORCE RESET

*A Playbook for Workforce and Employer Resilience*

## ASSESSING COSTS CHECKLIST

- [ ] Assess roles and functions (supply vs. demand) and identify opportunities to redeploy people to critical functions or areas that may be experiencing increased demand.
- [ ] Assess and identify possible workforce labour cost-reduction levers ahead of headcount reductions. These could include changes in compensation, a hiring or promotion freeze, compressed work schedules, unpaid sabbaticals, or reducing other expense items, such as real estate, facilities or business travel.
- [ ] Consider the implications of getting direct loans under government programs on your longer-term work-force strategy, including maintaining workforce levels, caps on compensation, outsourcing and neutrality for union organizing efforts.
- [ ] Be very aware of implications and CRA rules around using contract labour vs employees.
- [ ] Leverage the compensation and benefits provisions of government programs.
- [ ] Continue to communicate with your workforce about what may be ahead for the business.

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