## Dealing with potential and actual layoffs during COVID-19 emergency Prepared by Gabrielle Ross-Marquette (MRO Research Rep) & Samuel Leblanc (MRO Legal Rep) With files from Graham Cox, Mary-Dan Johnston Layoff is happening / has already happened 27 March 2020 Yes Enforce any notice of lay-off required Draft workplace adjustment agreement featuring wage Ensure ROE process is followed, continuance (if not already in force) ask to see ROE templates being used. Ensure correct codes used. All employees covered? Exec approval Yes EI SUB benefits or EI Work Not yet-Sharing negotiated? Yes Not successful Great, you're Negotiate agreement Νo done with employer as usual Draft LOUs, re: EI SUB Benefits and Work Sharing Negotiate (enhanced) based on voluntary template/ exit/retirement examples packages <sup>l</sup>Done Unsuccessful All individuals losing Are all employees income or hours are covered? eligible for Canada Unsuccessful Emergency Response Benefit (application: April 6th) Great, you're done