

# THE GUILD LEADER

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Monday, November 5, 2012

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## Layoff Process Frequently Asked Questions

### ***When will the layoffs occur?***

We don't know the exact date, but have been told some day this week. The company will lay off non-union personnel at the same time. It may take more than a day.

### ***How many layoffs from the Guild?***

The eliminated salaries will total \$1.2 million, an estimated 16 jobs. The company has not given the Guild a list or breakdown.

### ***How will people be told?***

You will be called up to Human Resources.

### ***What will those getting laid off receive?***

Once you are told, you be able to clean out your desk and leave when that's done. You have two weeks of paid leave before you are removed from payroll. At the end of that two weeks you will have a choice to either: Follow the contract and take two weeks of pay and be placed on a rehire list. If the company decides to fill your position, you would be given first preference.

Or: Receive the same buyout package/severance payment currently being offered, which is 1.25 weeks pay per year of service (to a maximum payment equal to ten weeks of pay) upon signing a release.

### ***Will those being laid off get a pension supplement payment?***

Yes. It will be a cash payment adjusted to be equal to what you would have gotten deposited in your 401K account, but rather than a full-year payment, it will be calculated to your last day on the payroll. For example, if that last day were Nov. 30, that's 11 months of the year and you'd get a payment equal to 11/12ths of what those on the payroll Dec. 31 will get.

### ***When will my healthcare expire?***

At the end of November. You will be eligible for COBRA coverage immediately after that.

### ***Will those getting laid off get anything else?***

If you have vacation for 2012 that you haven't used, you will receive that in a lump sum as well. It will be taxed. You will also receive payment for the time you've accrued for 2013.

### ***Are buyouts still being accepted?***

The previous buyout package — 1.25 weeks pay per year of service, to a maximum payment equal to 10 weeks of pay plus the cash equivalent of the adjusted pension payment — is being re-offered for two weeks. That period starts the day the company announces the layoffs.

### ***Will the buyouts save people being laid off?***

If you are laid off, and someone from your position takes a buyout during the two-week period, the most senior person in your position/job classification who was laid off will come back to work. The company has not said what will happen if someone takes the buyout and there isn't anyone in their position/job classification being laid off.

### ***How does bumping work?***

Bumping is very complicated, and job specific. After the layoffs are announced and you think you might be able to bump into another position, please call John Hill ([jhill@providencejournal.com](mailto:jhill@providencejournal.com)) at 277-7381 or the Guild office at 421-9466 so we can meet with you as soon as possible. Don't wait.

Generally, however, you need to be senior to someone in the job you want to take; you have to establish that you are competent to do the job; and you have to meet the job's requirements, such as required years of experience or knowledge of certain editing, advertising or photography software.

### ***How long does a laid off worker have access to the Intranet and card key privileges?***

Your card key and intranet access will be shut down the day you are told your position is eliminated. If you want to get copies of your last paycheck or other information, you will have to call Human Resources at 277-7205.