

AEM Recovery Plan

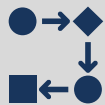
» Human Resources Toolkit



In a matter of weeks, the societal and economic norms we have become accustomed to have undergone monumental changes. With the enactment of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the Families First Coronavirus Response Act (FFCRA) and complying with state shelter-in-place orders, employers are facing unprecedented human resource challenges.

Our in-house team of HR and payroll professionals have developed tools and resources designed specifically for small-to-medium size organizations with 500 or fewer employees to help proactively manage workforce and operational challenges while providing guidance for HR experts to navigate these uncertain times.

Workforce Solutions Toolkit



Decision Flowchart for FFCRA Leave



Employer tools to document and track mandated FFCRA Leave



Templates

For employees:
To request paid leave through the FFCRA

For employers:
Define, document, and track employee leaves.

Things to Consider

- » Are you aware of and prepared to meet your communication and compliance requirements related to layoffs, furloughs, and employee call-backs?
- » Do you have the resources to accurately assess, document, and administer paid employee leave under the FFCRA and/or CARES act?
- » Have you considered all of the technology, security, and regulatory implications of employee work-from-home arrangements?

With our industry expertise and tools, developed with over 75 years of real-world experience, our **AEM Recovery Plan – Human Resources Toolkit** will provide you the confidence and support you need to navigate through your HR challenges.

These are challenging times and our team of experts are here to answer your questions and provide the guidance you need. No matter where you are in this journey, we can help you develop a strategic plan to move forward with confidence.

We are here to help

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