



Call Medical Match for Colorado **staffing** 303-980-1000 and try our **background checking** services to pre-screen new hires or to update your HR records. Archived newsletters can be found at www.medicalmatch.net.

Achievements Box

Keep pride and morale up in your organization with an "achievements box." Every time something positive happens – a new deal is signed, a client sends a thank you note, a production quota is reached – write it down and put it in the box. Encourage employees to include their own good news and remind them to recognize their managers efforts, too! At the end of each week, read or post these morale boosters. Randomly draw an employee note for a small prize (like a restaurant gift certificate), or award both the writer and featured person, or create a small celebration for everyone. Then add the notes to their personnel files. *Recruitment & Retention Newsletter.*

Security Prescription Pads

Finally! Security Rx pads which can't be copied and can't be scanned. Carried by PIP Printing on South Colorado Blvd., they are a little more expensive than regular pads. Mention Medical Match and get 20% off! **Call 303-753-0022**

Calculating Layoff Costs and Savings

The following formula figures the annual savings, subtracts the implementation costs, and shows the first year adjusted savings. As examples, we used 4 support employees with the same job longevity and salary; all benefits were not included. *Note: small to medium Colorado medical companies tend not to give outplacement help or 3 mos. severance.*

ANNUAL SAVINGS BASED ON COMPENSATION

Annual compensation x Number of layoffs = Savings
 $\$36K \times 4 \text{ employees} = \$144,000 \text{ per year.}$

LESS: SHORT TERM COST TO IMPLEMENT

(Outplacement service/employee + severance package + accumulated pd. vacation) x number of employees
 $\$500/\text{ea.} + 3 \text{ mos. severance } (\$9000 + \text{health pkgs. } \$1200) + 3 \text{ wks. vacat. } (\$2075) \times 4 \text{ staff} = 12,775 \times 4 = \$51,100$

EQUALS: FIRST YEAR ADJUSTED SAVINGS $\$144,000 (\$51,100) = \mathbf{\$92,900}$ first year benefit to the company.

For accounting purposes, a company may want to figure longer term costs of a layoff. Details would begin with the hiring date and include all associated costs: recruitment, orientation, training, and % of less production for a new hire.

Modified from a *Workforce* article. For more information see [The Headcount Solution: How to Cut Compensation Costs and Keep Your Best People](#) by N. Fredrick Crandall and Marc J. Wallace Jr. McGraw-Hill Companies. 2003 Copyright

Cell Phone: No Call Registry

Advertisers can now have access to cell phone numbers. Call **1-888-382-1222** to register on the national no-call list. This will be active for five years.

Learning Quotables

"The art of teaching is the art of assisting discovery." Mark Van Doren

"As long as there are tests, there will be prayer in school." Author Unknown

"I am neither clever or especially gifted, I am only very, very curious." Albert Einstein

"An older person is an accumulation of knowledge and experience. When he dies, a library disappears" Anonymous

"Orthodox medicine has not found an answer for your complaint. Lucky for you, I happen to be a quack." Cartoon