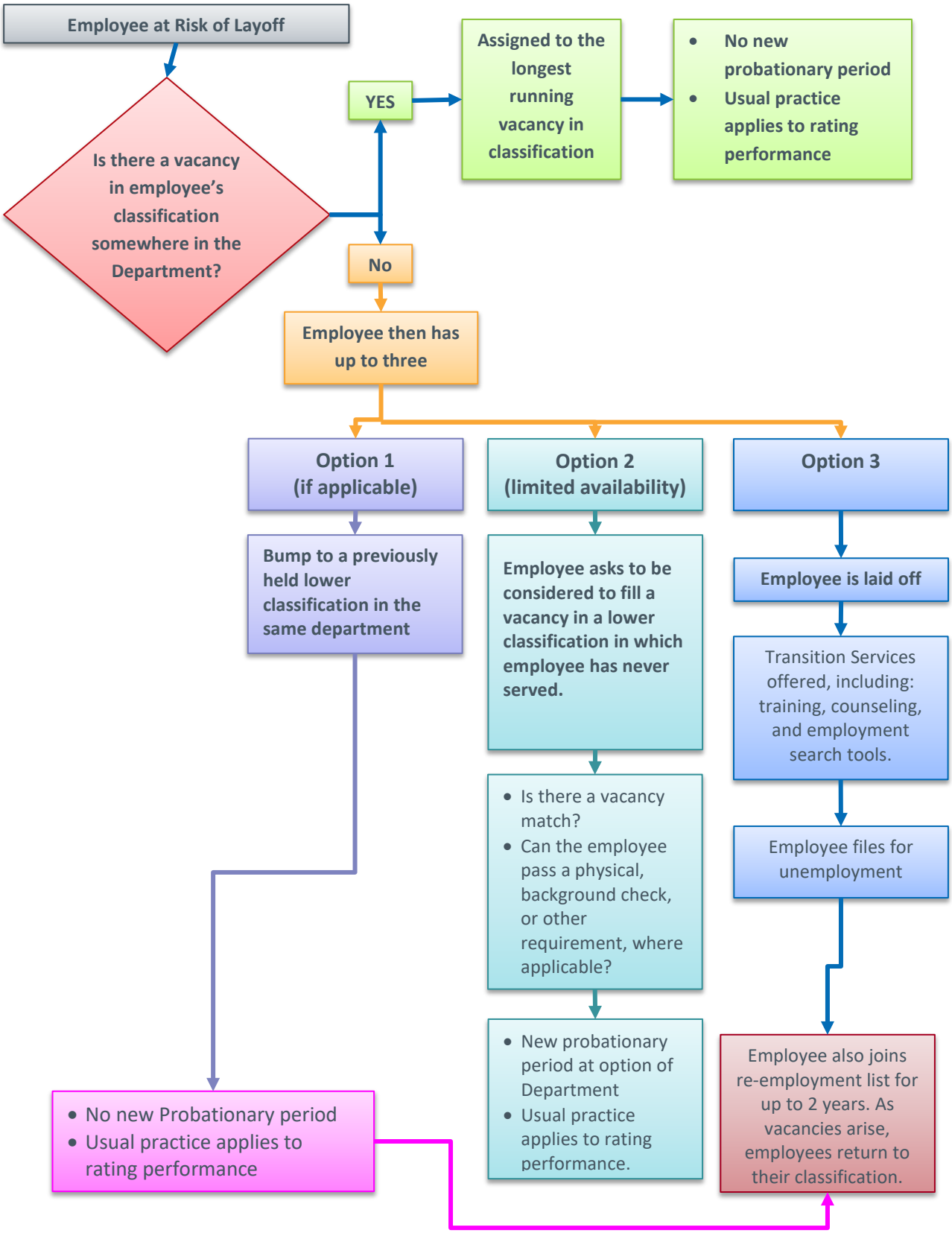Process for Employees at Risk of Layoff