



[www.job4you.org](http://www.job4you.org)

1021 Kingway, Suite 1  
Cape Girardeau, MO 63701

Phone: 573.334.0990, Relay 711

### **DISLOCATED WORKER EMPLOYMENT TRANSITION TEAM POLICY**

The Workforce Development Board utilizes the Local Business Support Unit in our area for various needed information. The Business Support Unit is contacted at the first evidence or word that a lay-off is even being contemplated by any employer in our area. The Business Support Unit will notify other area coordinators if their area could be affected. The Business Support Unit first will utilize all elements of resources to prevent the layoff such as (but not limited to) Shared Work—Layoff Alternative.

When the Local Business Support Unit has determined with the employer that no other measures can be employed to avoid laying off workers, and then Employment Transition Team services are provided which include: The Employment Transition Team (ETT) is available at no cost to businesses and affected workers. As part of the ETT, Central Office of Workforce Development, Business Support Unit, Local Southeast Workforce Development Board Director, and Statewide Union Representatives join together to be available to provide guidance to the employer and assist with reemployment services for the affected employees.

Required ETT Activities per the WIOA rules at 20 CFR 682.330, States are required to provide certain ETT activities, including:

- Layoff aversion activities;
- Immediate and on-site contact with affected employers, worker representatives, and local community representatives; □
  - Assessment and planning to address:
    - The layoff schedule;
    - Assistance needs of the affected workers;
    - Reemployment prospects; and
    - Available resources to meet the needs of the affected workers.
- Providing information and access to unemployment compensation benefits and programs, comprehensive one-stop system services, and employment and training activities, including Trade Act, Pell Grants, GI Bill, and other resources;
- Delivering necessary services and resources, such as workshops, mobile career centers, resource fairs, and job fairs to support reemployment efforts;
- Partnership with LWDBs and communities to ensure a coordinated response;
- Emergency assistance adapted to a particular layoff or disaster event;
- Developing systems and processes for identifying and gathering information of early warning of potential layoffs or opportunities for layoff aversion, analyzing and acting on dislocation data, and tracking outcome and performance data related to the ETT program;

Up dated May 2020

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Information can be translated into another language upon request. Please contact the Southeast Workforce Development Board Equal Opportunity Officer for assistance.

- Developing and maintaining partnerships with appropriate agencies, employer groups, labor organizations and other organizations in order to conduct strategic planning to address dislocations, gathering and sharing information and data related to dislocations, available resources and the customization of services;
- Delivering services to worker groups where a Trade Act petition has been filed;
- Providing additional assistance to Local Workforce Development Areas (LWDA) that experience disasters or dislocation events that exceed the capacity of the LWDA's resources; and
- Establishment of a labor management committee (Transition Team) if voluntarily agreed to by the employee's bargaining representative and company management

Per OWD Issuance 07-2015, Roles and Responsibilities have been delegated as listed below:

#### **OWD Central Office**

- Maintains and distributes ETT materials
- Provides Labor Market Summaries, customized to each event
- Distributes Worker Adjustment and Retraining Notifications (WARN) and layoff memos
- Maintains and updates layoff logs
- Provides staffing assistance for meetings and events as needed
- Arranges and delivers workshops

#### **Workforce Coordinator**

- Serves as the single point of contact for downsizing employers and makes immediate contact upon notification
- Assesses layoff events to determine appropriate and necessary ETT services, in collaboration with the employer, LWDA, and union representatives
- Ensures Central Office, LWDB Director, MJC's, and appropriate partners are kept informed and up to date □ Coordinates all aspects of ETT worker meetings
- Coordinates on and off site events
- Documents ETT activity in OWD's statewide electronic case management system
- Arranges and coordinates workshops • Coordinates with OWD training for workshops □ Forwards the ETT partial registration forms and surveys to Central Office

#### **Local WDB Director**

- Serves as or appoints a regional contact for the Workforce Coordinator
- Informs the Workforce Coordinator of layoffs or potential layoffs
- Assigns staff to attend ETT worker meetings and present MJC programs and services information

#### **Statewide Union Representatives**

- Informs the Workforce Coordinator of layoffs or potential layoffs at union sites
- Assists in gathering layoff information and providing layoff lists, as needed
- Assists in coordinating worker meetings
- Attends worker meetings and presents information regarding union services
- Coordinates and delivers ETT services

Up dated May 2020

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Information can be translated into another language upon request. Please contact the Southeast Workforce Development Board Equal Opportunity Officer for assistance.