

Jefferson/Franklin Consortium Employment Transition Team Policy

Local WDB shall ensure that Local WDB Director, staff, and Job Center staff engage fully with Businesses and designated Office of Workforce Development (OWD) staff to deliver the highest level of comprehensive services available as outline in the State's most recent Employment Transition Team policy.

OWD has opted to operate the Employment Transition Team (ETT) program at the state level in coordination with local Workforce Development Boards. OWD has dedicated staff who take the lead role in responding to layoff events and who are responsible for coordinating, providing, and overseeing seamless ETT services in their assigned areas. The Jefferson/Franklin LWDB coordinates and provides pre-layoff services with the State Employment Transition Team Coordinator by asking the Business Services Team to be available to attend ETT events. One or more members of the Business Services Team may attend ETT events to discuss Missouri Job Center programs and services. The assigned Business Services Team member (s) coordinate with designated OWD staff to provide the following ETT activities:

- ◆ Immediate and on-site contact with affected employees, worker representatives, and local community representatives.
- ◆ Assessment and planning to address:
 - The layoff schedule;
 - 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;

- ◆ 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

Efforts to be proactive in identifying potential layoffs in the LWDB region include building and maintaining relationships with the business community with representatives on the Business Services Team. It is through these relationships that the Business Services Team may become aware of an upcoming layoff. In the event of a potential layoff, the Business Services Team will provide information and facilitate an introduction to the local Workforce Coordinator. Staff from the Business Services Team will be asked to participate in local business organizations to review business news and media for any issues that may adversely affect business in the area. In addition, the Business Services Team will share information on a regular basis with the designated OWD staff.