

Jefferson/Franklin Consortium

Rapid Response Policy

The 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.

Local staff will lead Rapid Response activities involving dislocation events impacting forty-nine (49) or fewer full-time workers by:

- contacting affected employers within twenty-four (24) hours of being informed of a potential layoff to inform affected employers about Rapid Response services and must arrange for an in-person meeting to plan informational worker meetings as needed.
 - All on-site worker meetings and other services shall be coordinated with the employer and delivered based on the employer's and workers' schedule, regardless of the time of day. All on-site worker meeting details and scheduling must be approved by the employer prior to holding informational worker meetings.
- coordinating with employers, impacted workers, and Wagner-Peyer Job Center staff, the Division of Employment Security, and other organizations as necessary to ensure effective and timely Rapid Response activities are provided.
- documenting Rapid Response activities in the statewide case-management system.
 - Response activity must be documented in the state's case-management system within 48 business hours after an event is held.
- will assist the state Rapid Response team in the event of mass layoff
- submitting a request to dwdsupport@dhewd.mo.gov, to enter the event into the "Rapid Response Lookup Table" with the following

information:

- Company Name
- Worksite Location
- Address
- Senatorial District
- House of Representative District
- Event Begin Date
- Event End Date
- Federal Reporting Number
- Event Type
- Event Classification
- Trade (TAA) Petition Status

Workers impacted by smaller layoffs may be provided with informational packets. Information packets must include information regarding job center services, unemployment insurance benefits, Missouri Economic Research Information Center (MERIC) regional Real Time Labor Market Summary, and other information specific to the layoff population.

Every Rapid Response event is unique; therefore, each event shall be assessed individually, and services provided shall be determined based on the requests of the employer and the needs of the affected worker

OWD has opted to operate the Rapid Response Team at the state level in coordination with local Workforce Development Boards for the layoff events affecting 50 or more full-time workers. OWD has dedicated staff who take the lead role in responding to layoff events and who are responsible for coordinating, providing, and overseeing seamless 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 Rapid Response events. One or more members of the Business Services Team may attend to discuss Missouri Job Center programs and services. The assigned Business Services Team member(s) coordinate with designated OWD staff to provide the following 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 Business Support Unit. 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.

