



Administrative Policy #1008 Layoff Assistance

Date Issued: 01/01/2018 Date Effective: 01/01/2018 Date of Last Revision: 01/01/2018

I. Purpose

West Central Job Partnership (WCJP) is committed to providing workforce solutions to all customers and can do so when delivery of Rapid Response (RR) is intended to avert or mitigate employer layoffs and closures. The purpose of this policy is to outline the requirements for delivery of Rapid Response and Re-employment services during an employer mass layoff, permanent business closure, mass job dislocation resulting from a natural or other disaster, and/or filing of a Trade Adjustment Assistance (TAA) petition.

II. Background

Pursuant to section 134 (c)(1) of the Workforce Innovation and Opportunity Act (WIOA), funds allocated to the local workforce development area for dislocated workers shall be used to establish a workforce delivery system, to provide career services to dislocated workers, to provide training services to dislocated workers, to establish and develop relationships with large and small employers, and to develop, convene, or implement industry and sector partnerships. The local workforce development board (WDB) determine the most appropriate mix of these services, and both career and training services must be available to eligible dislocated workers. Local dislocated worker funds may be utilized to support the provision of services to individuals who have been terminated or laid off, or received notice of termination or layoff from employment.

Policy content is subject to updated guidance from PA Department of Labor & Industry which are currently under revision.

III. Definitions

Rapid Response (RR) – Rapid Response is a pro-active, business-focused, and flexible strategy designed to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers.

Rapid Response Team – Individuals from state and local workforce entities that respond collectively to layoffs and closures that occur within their local area or planning region and assist in providing services to employers and affected workers.

Layoff – A separation of employment due to the lack of work or other factors not related to the behavior or performance of the employee.

Re-employment Services – Basic and individualized career services or training designed to prepare participants for re-entry into the workforce.

Trade Adjustment Assistance (TAA) – A program which provides assistance, including reemployment and training services, to workers whose jobs have been threatened or lost due to foreign imports, or shifts in production and/or services to a country outside of the United States.

IV. Roles and Responsibilities

WCJP provides services that will assist dislocated workers with their transition from job loss back into the workforce. Rapid Response teams will work with companies and any employee representative(s) to quickly maximize public and private resources to minimize the disruptions that are associated with job loss. Rapid Response can provide customized services on-site at an affected company, accommodate any work schedules, and assist company leadership and affected workers through the transitions associated with job loss.

WCJP has designated the Site Administrators of the PA CareerLink® as lead point of contact and representative of system of partners in Lawrence and Mercer Counties. The composition of the regional team will include, at a minimum, the Site Administrator and/or Site Administrator appointed designee(s) of the One Stop system of partners. Other members of the team may include PA Department of Labor appointed representatives including but not limited to the Office of Unemployment Compensation (UC) Service Centers and the Bureau of Workforce Partnership and Operations (BWPO).

When notified of an existing or pending company closing or mass layoff, the Site Administrator will convene the regional team to develop a coordinated response to the dislocation event. The team will work collaboratively to:

1. Engage in on-site contact with the company, worker representatives, union representation (if applicable), PA CareerLink® partners, and others as necessary to assist the company's layoff plans; determine the potential for averting the layoffs; and gather background information on the affected workforce to determine training and other needs of the workforce to facilitate rapid re-employment;
2. Provide information on unemployment insurance benefits, health insurance options, PA CareerLink® services and locations, and employment and training opportunities;
3. Introduce options for re-employment services including basic skills services such as: Basic assessment, general labor market information, resume preparation and interviewing skills, job development, job search and placement assistance, as well as individualized career services such as career counseling, individualized employment planning, specialized assessment or remediation, adult basic education, paid work experience and on the job training options.