

 <p>ARIZONA @ WORK™</p> <p>Innovative Workforce Solutions</p> <p>A proud partner of the americanjobcenter network</p>	Subject Rapid Response Policy Yuma County	
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Rapid Response

Purpose: This policy for the Yuma County Local Workforce Development Area (LWDA) on providing Rapid Response services as defined in section 134(a)(2)(A) of Workforce Innovation and Opportunity Act (WIOA). Rapid Response is a critical component of the workforce system’s approach to addressing economic transition and a comprehensive approach to identifying, planning for, or responding to layoffs, dislocations, and preventing or minimizing the impact on workers, businesses, and communities.

Its primary objective is to provide workers with the resources and services they need to allow them to find new jobs or get the training and education needed for new careers so that they can get back to work quickly. This policy will provide and identify the roles and responsibilities of the Local Workforce Development Boards (LWDB) relative to the delivery of rapid response services and identify topics that must be addressed at rapid response layoff orientations.

Monitored by: Operations Director and the EO & Compliance Manager.

Definitions: For the purposes of this guidance, the following definitions will apply:

WARN: Requires certain employers (covered employees) to provide 60 days advance notice of certain events such as plant closures or mass layoffs to affected workers, employee representatives, the Rapid Response Team, and appropriate units of local government.

Reference(s)

Worker Adjustment and Retraining Notification (WARN) of 1988: (P.L. 100-379)

<https://www.gpo.gov/fdsys/pkg/STATUTE-102/pdf/STATUTE-102-Pg890.pdf>

Workforce Innovation and Opportunity Act (WIOA) of 2014: (P.L. 113-128)

<https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

Federal Register: 20 CFR 639;

<https://www.law.cornell.edu/cfr/text/20/part-639>

TEGL: 3-15

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_03-15.pdf

WIOA Section: 3(51), 134(a)(2)(A)

WIOA State Policy Manual , Chapter 2 – Section 900

https://des.az.gov/sites/default/files/media/rapidresponse5_22_18.pdf

Policy:

This policy will set forth the roles and responsibilities of LWDB's relative to the delivery of rapid response activities under the Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance Act (TAA).

The Yuma County Rapid Response Team is activated when a permanent closure or mass layoff at a plant, facility or enterprise has occurred. This can include natural or other disasters which can result in mass job dislocation. Yuma County has established a threshold of ten (10) or more effected workers before it will respond with a Rapid Response Team. The Rapid Response Team consists of staff from the One-Stop, Department of Economic Security Job Service/Unemployment Insurance, Trade Assistance Administration (TAA) and Community Based Organizations and other system partners and stakeholders as determined appropriate locally.

For nine workers or less, the Rapid Response Coordinator will contact the employer by telephone, mail or e-mail and schedule an array of services that may be required to assist the dislocated worker. Services which may be provided under the Title I-B Rapid Response include:

- * The establishment of on-site contact with employer and employee representatives,
- * Unemployment Insurance information and assistance,
- * The provision of information and access to available employment and training activities such as; educational and job search assistance and training/skills upgrading assistance.
- * Assistance in establishing a labor management committee, a worker transition committee or peer advisor network,
- * The provision of emergency assistance adapted to the particular closing, layoff or disaster.
- * The provision of assistance to the local community in developing a coordinated response and in obtaining State economic development Unemployment Insurance, Trade Adjustment Assistance (TAA) and NAFTA/TAA programs, Social Services assistance, emergency assistance and crisis counseling as deemed appropriate.

Rapid Response also offers assistance to local communities and businesses so that a proactive and coordinated response can be designed, and access to Yuma County's economic development assistance resources can be utilized to help businesses that are at risk of closing to keep their doors open. In addition, the program can help businesses reduce the size of a layoff.

Six Phases of Rapid Response

The procedures provide for a sequence of activities which divide the Rapid Response into six phases: notification, investigation, initial on-site meeting, pre-layoff workshops, planning for services and project implementation. A summary of activities included in each phase is provided below.

Notification

- * WARN notices are received from the State Rapid Response Coordinator. The State Coordinator will notify the Local Board Rapid Response Coordinator within 24 hours.
- * Notification can also be received from employers and newspaper articles.

Investigation

- * The Rapid Response Coordinator contacts the employer and affected union(s) and provides a brief explanation of what Rapid Response is and the Title I-B services that are potentially available. Obtains pertinent information from the company and sets up an initial on-site meeting with the company as soon as possible.

Initial On-Site Meeting

This initial meeting must take place within 48 hours of being notified of a closure or substantial layoff.

- * The Initial On-Site Meeting is designed to provide the employer and employee representatives with an overview of services and products available to the workers through Title I-B and to clarify and define the role of each member of the Rapid Response Team.
- * Specific information is elicited from company management and the union, which will aid the Rapid Response Team in planning for services.
- * The Rapid Response Team Coordinator will attempt to obtain the commitment of management and the union to actively participate in the planning and implementation of key project activities such as pre-layoff workshops, outreach and placement activities.

A variety of on-site services can be offered to the affected workers. These services may include:

- * Workshops tailored to the specific dislocation event
- * Access to TAA
- * Career Counseling
- * Initial career and educational assessments
- * Basic education classes
- * ESL classes
- * Job search assistance and referrals to training and/or job fairs

Pre-Layoff Workshops

- * Rapid Response Team members will provide information to the affected workers about the services that will be made available to them to ease the transition to re-employment.
- * A survey of the workers is conducted to obtain their direct input concerning the types of services they would like to see made available.
- * Staff of the One-stop may present information which will aid the worker in identifying barriers to employment, recognizing and overcoming various causes and manifestations of stress which are common during dislocation events. One-stop staff will also provide information designed to assist the affected worker in averting the

- potential need for debt restructuring or making referrals to debt assisting agencies.
- * Additional state agencies or community-based organizations may participate as deemed appropriate by the Rapid Response Coordinator for Yuma County.

Planning for Services

- * The Rapid Response Team develops an effective plan for Title I-B services utilizing a coordinated service strategy based upon information assimilated during prior Rapid Response activities.
- * The Rapid Response Coordinator identifies the need for additional funding and/or resources with the One-Stop Program Director/Site Manager based upon the identified needs of the affected workers.

Project Implementation

- * The Rapid Response Coordinator maintains periodic contact with the One-Stop Program Director/Site Manager concerning implementation of Service delivery to the affected workers.
- * The Rapid Response Coordinator may recommend or make modifications to the service delivery plan based on updated data and/or identified additional needs of the affected worker.

This procedure list is intended to provide operational guidance to all personnel participating or conducting Rapid Response activities within Yuma County. To the extent feasible, all Rapid Response activities should be conducted following the guidelines set by the Department of Labor and the Rapid Response Coordinator for the State of Arizona. Circumstances of each closing, layoff or disaster may vary and present unique problems not anticipated or provided for in the procedures. As a result, the procedures may be somewhat altered to fit individual circumstances. If it is necessary to depart from standard operating procedures to fit individual circumstances, such a departure should ONLY be undertaken with the full knowledge and consent of the State Rapid Response Coordinator.

Required Determination:

All plant closures and layoffs must be recorded at the local level regardless of whether or not WARN compliance is required. The LWDB Coordinator must submit the report regarding Rapid Response events to the State Rapid Response Coordinator no later than the 15th calendar day. When a LWDB has no Rapid Response events to report, a report indicating that there was no Rapid Response activity must be submitted.