



## DW Employment Transition Team Policy

The Ozark Region shall follow all guidelines as established through the Workforce Innovation and Opportunity Act and any OWD state issuances (OWD 07-2015).

The Region shall maintain a working relationship with the Employment Transition Team (ETT) Coordinator assigned to the Region and shall ensure that communication channels remain open. The Region's staff assigned to work with ETT shall ensure a smooth working relationship with the ETT Coordinator.

The Ozark Region's Workforce Development Director determines the role that the MJC staff will play in the ETT process. Typically, it has at least one individual discuss the MJC services portion of any presentations that are made; and participate in any on- or off-site services provided, such as resource fairs, Mobile Job Center, registration events, etc.

The ETT Coordinator and the local representative shall provide the following services:

- Layoff aversion activities
- Immediate and on-site contact with impacted employers, worker representatives, and local community representatives
- Assessment and planning to address the layoff schedule, assistance needs of impacted workers, re-employment prospects, and available resources
- Information and access to unemployment compensation benefits and programs, MJC services, and employment and training activities, including Trade Act, Pell Grants, GI Bill, and other resources
- Necessary services and resources, such as workshops, Mobile Job Center, resource fairs, and job fairs to support re-employment
- Emergency assistance customized to fit the needs of a particular layoff or disaster event
- Systems and processes for identifying and gathering information of early warning of potential layoffs or opportunities for layoff aversion, and related activities
- Partnerships with appropriate agencies, employer groups, labor organizations, and others for strategic planning, sharing information, and combining resources
- Labor management committee (Transition Team) if voluntarily agreed to by the employee's bargaining representative and company management.