

St. Charles County Region

Employment Transition Team Policy

Employment Transition Team

Describe how the Board coordinates with the LWDA's Employment Transition Team Coordinators to ensure that information and services are delivered in a seamless fashion, including how pre-layoff services are coordinated and provided. In addition, please provide a description of the proactive measures that are taken to identify potential layoffs in the LWDA, how information is shared with LWDA's Employment Transition Team Coordinators and how layoff aversion strategies are coordinated. See OWD Issuance 18-2020, "Statewide Employment Transition Team Policy," Oct. 21, 2015.

The Office of Workforce Development (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 ERE Teams who take the lead role in responding to layoff events and who are responsible for coordinating, providing, and overseeing ETT services in their assigned areas. The St. Charles County Workforce Development Board coordinates with the LWDA's ERE Team lead by assigning staff to be available to attend ETT events. Available staff attend ETT events to discuss Missouri Job Center programs and services.

The assigned staff coordinate with the Local ERE Team to provide the following ETT activities:

- **Immediate and on-site contact with affected employers, worker representatives, and local community representatives;**
- **Assessment and planning to address**
 - The layoff schedule;**
 - Assistance needs of the affected workers;**
 - Reemployment prospects; and**
 - Available resources to meet the needs of the affected workers.**

ATTACHMENT 28
St. Charles Region
Modified 3/2022
Program Elements

- **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 include building and maintaining relationships with the business community. It is through these relationships that staff may become aware of an upcoming layoff. In the event of a potential layoff, staff will provide information and facilitate an introduction to the ERE Team. Job Center staff will immediately notify the local ERE Team upon learning of a potential layoff in the area. Staff will also participate in local business organizations and will review business news and media for any issues that may adversely affect business in the area. In addition, staff will share information on a regular basis with the local ERE Team.