



## NEMO WORKFORCE DEVELOPMENT BOARD

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# Dislocated Worker Employment Transition Team Policy

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The Workforce Innovation and Opportunity Act (WIOA) requires each state to carry out statewide Employment Transition Team (ETT) activities and/or designate an entity to do so on its behalf. The Office of Workforce Development has opted to operate the ETT Program at the state level in coordination with Local Workforce Development Boards (WDB).

The State-level Workforce Coordinator will act as the single point of contact for activities in response to disasters, mass layoffs, plant closings, or other events that might result in an impact to the employers, workers, and community in the region. The role of the Workforce Coordinator is to prevent or minimize the impact on workers, businesses, and communities.

The Workforce Coordinator will also be responsible to communicate with the WDB Executive Director and Job Center Functional Leaders with updates on the process. We understand local coordination is critical to ensure both the employer and affected workers receive all needed services. The Functional Leader and the Executive Director will be the points of contact for the Northeast Region Workforce Development Board. Other Board and Job Center staff and workforce partners, including Board Labor Union Officials and Regional Business Services Team will be informed of the status on a need-to-know basis. The Functional Leader will attend ETT meetings to provide information regarding Job Center programs and services, when possible.

Northeast Region WDB will follow the lead of the Workforce Coordinator in organizing and holding workshops, resource fairs, hiring events, registering and/or enrolling affected workers, and any other services needed and required by the Workforce Coordinator.

The Workforce Coordinator is an active member of the WDB Employer Engagement Committee and the Regional Business Services Team and provides valuable input for developing strategies to serve our local employers. The WIOA Staff have been instructed to inform the WDB Executive Director on any information that might be considered an early warning of potential layoffs. The Executive Director will inform the Workforce Coordinator so we are able to work together to avert a layoff. This information must be held in the strictest confidence.

The Dislocated Worker Union Representative is a member NEMO WDB and Executive Committee. He chairs the Employer Engagement Committees and is a member of the Business Services Team. He informs the WDB Executive Director and Workforce Coordinator of layoffs or potential layoffs at union sites. He also assists in gathering layoff information and providing layoff lists, as needed. He assists and participates in coordinating ETT meetings and presents information regarding union services, when applicable.