POLICY OF EMPLOYINDY

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Rapid Response Service</th>
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<tbody>
<tr>
<td>Policy Number</td>
<td>2016-005</td>
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<tr>
<td>Program Funding Stream</td>
<td>WIOA Dislocated Worker</td>
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<tr>
<td>Executive Team Approval</td>
<td>(please date &amp; initial below)</td>
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<td>CFO</td>
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<td>COO</td>
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<td>President Approval</td>
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<tr>
<th>REV</th>
<th>Description of Change</th>
<th>Author</th>
<th>Effective Date</th>
<th>Review Date</th>
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<tr>
<td></td>
<td>Reissued and replaces policy #2015-24, Rapid Response Services</td>
<td>LAD</td>
<td>Upon Approval</td>
<td>12/31/16</td>
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<tr>
<td></td>
<td>Responsibilities updated to reflect organizational change. WorkOne changed to American Job Center.</td>
<td>B. Revell</td>
<td>Upon Approval</td>
<td>12/31/2018</td>
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1. Purpose

To establish guideline for rapid response activities for employers and affected employees.

2. Scope

To ensure rapid response services are conducted for any permanent lay-offs or closures in Marion County and to provide guidance on such service.

3. Summary of the Law, Rules, and Governing Policies

The WARN Act requires employers who are planning a plant closing or a mass layoff to give affected employees at least 60 days’ notice of such employment action.¹

Sec. 134(a)(2)(A)² of the Workforce Innovation and Opportunity Act (WIOA) requires that State in conjunction with the local area to provide rapid response activities in the case of a permanent closure of mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results

¹ 29 U.S.C. § 2102; 20 C.F.R. § 639.2
² 29 U.S.C. § 3174(a)(2)(A)
in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible.

4. Responsibilities

The Marion County Rapid Response Coordinator (MCRRC) (appointed by the EmployIndy Director of Business Solutions) and EmployIndy Career Services Department are responsible for implementing all facets of this document and will appoint and train those who will carry out the Rapid Response.

EmployIndy Business Solutions Department is responsible for providing guidance and validation.

EmployIndy Business Solutions Department is responsible for providing periodic review of this policy and monthly reports to Indiana Department of Workforce Development (IDWD).

5. Policy Statement

Marion County Rapid Response Coordinator shall coordinate Rapid Response activities for permanent lay-offs or closures for all Worker Adjustment and Retraining Notification (WARN) impacted employers and employees as well as for any employer who requests such services through the DWD dislocated worker unit or through EmployIndy.

The following activities shall be provided for each Rapid Response by an EmployIndy Business Solutions Department member, including but not limited to:

- Contact with the affected employer within 24 hours of announcement from IDWD.
- Collection of appropriate labor market information and identification of potential hiring partners
- Rapid Response orientation scheduled and conducted as requested by affected employer

Rapid Response orientation shall be provided by the EmployIndy Career Services Department or American Job Center partner staff. At a minimum, the following elements shall be included:

- Information on programs, including but not limited to:
  - Unemployment Insurance (UI)
  - Trade Adjustment Act (TAA) for those companies who are Trade Certified
  - Workforce Innovation and Opportunity Act (WIOA)
- American Job Center Indy locations and service information
- American Job Center Indy calendar of events and workshops
- Career and community resources
- Information on career exploration and planning workshops
- American Job Center Indy partners presenting, as appropriate
- Information on online programs

EmployIndy Career Services Department is responsible for the monthly Rapid Response Report due to DWD.

6. Exceptions
7. **Definitions**

**American Job Center partner staff:** Anyone who works within the WorkOne Indy system through a contract or MOU.

8. **Related Policies and Documents**

DWD Policy 2014-06, Rapid Response Activities\(^3\)

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\(^3\) [http://www.in.gov/dwd/files/Policy_2014-06_Rapid_Response_Activities.pdf](http://www.in.gov/dwd/files/Policy_2014-06_Rapid_Response_Activities.pdf)