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| **WS 19-06** |
| **Release Date: August 7, 2019** |
| **Effective Date: August 7, 2019** |
| **Basic & Expanded Services** |
| **Expires: Continuing** |

To: All Contractors

From: Mike Temple

 Brenda Williams

Subject: Workforce Solutions Outplacement Standards & Guidelines

Purpose

Guidance for Workforce Solutions outplacement events.

Background

Workforce Solutions helps employers when they face layoffs, downsizing or closings. We work with employers, employer associations, local elected officials, and community partners to reduce the impact of a layoff or closing on the local economy and on the affected workers. When appropriate, Workforce Solutions can suggest and support layoff aversion strategies to avoid or lessen the severity of a layoff.

We work for the following results from outplacement activities:

* Ensuring workers affected by a layoff, downsizing or closing can transition into new jobs
* Ensuring employers are aware of and can take advantage of technical assistance, community resources, or other strategies to avoid or reduce the impact of a layoff, downsizing or closing.

Changes

1. Customers are no longer required to complete the survey form, only the TWIST registration form.
2. TWIST registration form has been revised and is included in the new outplacement packets.
3. The service area zip code is used to send registration forms to the appropriate contractor’s tracking unit for data entry.
4. The Employer Service Talent Development Team conducts outplacement.

Action

Ensure managers, supervisors and staff review and implement the Outplacement Standards and Guidelines no later than the stated effective date.

Questions

Staff should ask questions of their supervisors first. Direct questions for Board staff through the electronic [Issuance Q&A](http://www.wrksolutions.com/staff-resources/issuances/submit-a-question-issuances-qa).