



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-22	July 1, 2016	GMD, CMD, EDA	1 of 4
SUBJECT: RAPID RESPONSE ALERTS AND NOTIFICATIONS			

I. PURPOSE

The purpose of this policies and procedures directive is to clearly define the process for initiating Rapid Response Team activities under San Joaquin County WorkNet Center Service Delivery System.

II. GENERAL INFORMATION

In accordance with the Federal Worker Adjustment and Retraining Notification Act (WARN) (29 USC Sec 2101 et seq.) and Chapter 4, Part 4, Sections 1400-1408 of the California Labor Code, a WARN notice must be issued by any employer that will be displacing more than 50 of its employees. The WARN protects employees, their families, and communities by requiring that employers give a 60-day notice to the affected employees and both state and local representatives prior to a plant closing or mass layoff. Advance notice provides employees and their families time to transition and adjust to the prospective loss of employment, time to seek alternative jobs and, if necessary, time to obtain skills training or retraining to successfully compete in the job market.

The Employment and Economic Development Department (EEDD) is the leading agency responsible for coordinating the Rapid Response Team activities and coordinating the delivery of services with the WorkNet Center partner agencies, including the State Employment Development Department.

III. POLICY

It is the policy of the San Joaquin County Employment and Economic Development Department that upon receiving a WARN notice or receiving notification of an anticipated employer displacement of its labor force, it shall initiate the delivery of Rapid Response activities in accordance with this policy and procedures directive.

IV. PROCEDURE

The Executive Director shall designate the Rapid Response Coordinator who shall have the responsibility of coordinating the delivery of Rapid Response services in San Joaquin County and convene the Rapid Response Team.

A Rapid Response Team shall consist of the following staff:

1. Grants Management Division staff to oversee the administrative responsibilities under a Rapid Response activity.
2. Client Management Division Manager or designee to coordinate the delivery of Rapid Response activities and post Rapid Response activities at the respective WorkNet/AJCC Center.
3. Representative of the State Employment Development Department (EDD) Cluster Manager or designee who will coordinate the delivery of EDD Rapid Response services.
4. EDA/Business Services/Business Retention and Expansion Coordinator to facilitate the initial contact with the affected employer.

A. Immediate Response

Upon receipt of a WARN notice or notification of a pending layoff or worker displacement, the Executive Director or designee or the designated Rapid Response Coordinator shall release a notification containing the pertinent information on the displacement. The initial notification recipients shall include, but will not be limited to the following:

1. The Management Team;
2. Designated members of the Rapid Response Team;
3. Rapid Response Team Agency Partners; and
4. Designated Reporting Staff.

B. Rapid Response Team Meetings

Upon receipt of a notification on a pending worker displacement in San Joaquin County, the designated staff on the Rapid Response Team shall meet to discuss details and determine the course of action to initiate Rapid Response delivery of services. A preliminary or follow-up report shall be presented at the first available managers meeting to brief the management team and continue the discussion on the recommended course of action.

C. Initial Contact with the Respective Employer

The Director shall designate the individuals on the Rapid Response Team that will initiate contact with the employer. The designated Rapid Response Coordinator shall initiate a call to a Rapid Response Team member designated to initiate contact with the respective employer. These first responders shall include, but will not be limited to the following:

1. Designated Rapid Response Coordinator;
2. Business Retention and Expansion Specialist or designated staff of the Economic Development Association;
3. WorkNet Center Managers and Supervisors; and
4. Members of the San Joaquin County WorkNet Management team.

Designated Executive Management staff shall provide the Rapid Response Coordinator with a list of the current Rapid Response (Initial Contact designees).

D. Rapid Response Activity Reports

Two (2) reports shall be prepared by designated members of the Rapid Response Team, an internal report that is provided to Executive Management and the Form 121 Report that is forwarded to the State. It shall be the responsibility of the designated Rapid Response Coordinator to review the final reports submitted by designated staff and forward the finalized report to the respective authority.

1. The San Joaquin County WorkNet Rapid Response Employer Contact Information Form

The San Joaquin County WorkNet Rapid Response Employer Contact Information form shall be initiated by the respective first respondent designated for the Rapid Response activity. The information will be collected from the WARN notice, any correspondence, the initial telephone calls and/or the actual site visit. During the site visit, the designated first respondent shall schedule the Rapid Response orientation and forward the report to the Rapid Response Team. The designated first respondent will forward the orientation information to the designated orientation coordinator. In the absence of the orientation coordinator, the Rapid Response Coordinator shall facilitate the delivery of services, designating the respective orientation presenter.

2. The State Rapid Response 121 Activity Report

The Rapid Response 121 Activity Report shall be completed with assistance from all Rapid Response Team members involved in the respective Rapid Response event. A designated recorder shall receive the pertinent information and draft the initial report and forward it to the Rapid Response Team Coordinator to finalize and submit to the State Employment Development Department on a quarterly basis. Copies of all reports sent shall be forwarded to members of the Rapid Response Team via e-mail.

V. QUESTIONS REGARDING THIS DIRECTIVE

Questions regarding this policies and procedures directive should be referred to the designated Rapid Response Team Coordinator.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS: