

St. Louis County Workforce Development  
(DW) Employment Transition Team Policy

*In accordance with DWD Issuance 07-2015; Statewide Employment Transition Team Policy*

The Employment Transition Team (ETT) program is operated by the Office of Workforce Development (OWD) in coordination with the local Workforce Development Board (WDB). OWD Workforce Coordinators is responsible for coordinating and overseeing ETT services within the region. Local coordination contracts are made with a WDB representative, The Crossings at Northwest Functional Leader, Union Representatives and UI representative and community groups.

OWD's Workforce Coordinator take the lead role in responding to layoff events OWD provides on-site services or in-person ETT services to any layoff affecting twenty-five (25) or more employees. Employment Transition Team services will be planned and delivered as soon as possible by contacting the employer immediately after receiving notification of the layoff event. An assessment of the employer's layoff schedule, the potential for averting the layoff, and the background and probable assistance needs of the affected workers shall be developed. Review of re-employment prospects for workers in the local community and available resources will also be assessed to meet the short and long-term needs of the affected workers.

The method used to quickly respond to a current or projected permanent closure or mass layoff, shall be to activate the local employment transition team consisting of the following partners; the One Stop Operator, local American Job Center offices, Unemployment Insurance, local economic development and/or union representative as needed, and other representatives designated as appropriate.

The ETT will coordinate an employee meeting to provide informational packets that include the ETT programs and services brochure, Division of Employment Security UI Benefits fact sheet, the Missouri Economic Research Information Center (MERIC) regional Real time Labor Market Summary and any

St. Louis County Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1 for Relay Missouri.

local flyers or brochures. ETT participants complete a Partial Registration Form and Survey.

A labor management committee or Transition Team, voluntarily agreed to by the employee's bargaining representative and company management may be established to prepare a strategy for assessing the employment and training needs of the affected workers. A transition committee comprised of

St. Louis County Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1 for Relay Missouri.

representatives of the employer, the affected workers and the local the community devise an implementation strategy that responds to the reemployment needs of the workers.

See *OWD Issuance 07-2015, "Statewide Employment Transition Team Policy," Oct. 21, 2015.*

St. Louis County Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1 for Relay Missouri.