



408 Washington Avenue, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

**Effective: April 23, 2024**

**Subject: Employment Transition Team Policy**

Employment Transition Team (ETT) activities will be coordinated with the statewide ETT team. The main objective will be to market the services available at the Job Centers. Staff will initiate contact with the company to explain Job Center services and schedule ETT activities that may include employer consultations and employee meetings.

In response to notification of a layoff or closure, the state ETT Coordinator will provide the above agencies with information regarding services the ETT Unit, the Job Center and other state agencies can provide. Job Center staff will establish contact with community agencies, employers, chambers of commerce and other social services organizations in the LWIA. The Job Center staff may coordinate with the state ETT Coordinator to make presentations to local organizations and chamber of commerce on programs and services available. The Job Center staff will also suggest ways in which local community agencies can provide assistance for affected workers and the community. In the event of a mass layoff, the Job Center staff will assist the state ETT Unit in coordination of community services.

Contact: Please direct comments or questions regarding this policy to [info@scwib.org](mailto:info@scwib.org)