

# How to Support Employees During a WARN

## What is a WARN?

The Worker Adjustment & Retraining Notification Act (WARN) is a federal law that requires employers to provide advanced notification to workers when faced with a plant closing or mass layoff. This early notice provides workers and their families with transition time to adjust to the prospective loss of employment.

Affected workers can explore new job opportunities and receive support from ARIZONA@WORK. They can also pursue skills training to boost their competitiveness in the job market.

## Employer Notice

A company closure is a sensitive issue for workers. It's important to make a formal announcement and prepare a formal letter announcing the company closure. In the letter, reiterate what you have told the employees and include a timeline for the closure. A formal letter serves as proof that the company closure has been officially announced, and it is helpful if your employees need to apply for public assistance or benefits.

## Severance Package?

When possible, offer your employees a severance package. This will help them to continue paying their bills while they search for another job. If you cannot afford severance, provide employees with sufficient notice and continue to pay them until the closing. In addition to severance, consider paying out unused vacation or sick time.

## Provide Resources & Assistance

Rapid Response provides valuable information and services to assist affected workers with re-employment opportunities **at no cost**. Services include career counseling, job search assistance, resume preparation, unemployment insurance information, education/training information, and assistance with housing, utilities, transportation, and veteran services.



## Benefits of Rapid Response Services

Rapid Response activities provide multiple benefits to your company, including:

- Lower Unemployment Insurance costs as workers are re-employed more quickly
- Higher productivity, better worker morale, and lower absenteeism due to reduced stress
- Positive community impact

## How to Get Started?

Contact Rapid Response to get started  
[AZRapidResponse@azdes.gov](mailto:AZRapidResponse@azdes.gov)

Individuals impacted by this layoff can visit  
[www.ARIZONAatWORK.com](http://www.ARIZONAatWORK.com)  
for reemployment and community services.