

# Managing Layoffs and Downsizing

## Rapid Response Services

Rapid response teams respond to major layoffs and plant closures by quickly coordinating services and providing immediate aid to affected employers and their workers. The Idaho Department of Labor works with businesses to minimize the disruptions of a major layoff on affected workers and the community. Services are customized to each layoff and to each company's needs. These services are provided without cost to the employer.

## Benefits to Businesses

- Higher productivity during the layoff.
- Lower absenteeism among workers.
- Lower unemployment insurance costs as workers are re-employed more quickly when services begin prior to actual layoff.
- Decreased likelihood of work disruptions.
- Access to any state or federal requirements or laws for advanced notice of closings and layoffs.

## Benefits to Employees

The decision to lay off employees is one no employer wants to make. However, since layoffs occur, inviting Idaho Labor to meet with affected workers prior to the layoff allows employees to access services and programs which will guide them through this difficult time. Employees will be provided with information and services including

- Career guidance.
- Job search assistance.
- Resume preparation assistance.
- Interview skills workshops.
- The local labor market.
- Unemployment insurance.
- Education and training opportunities.

## Pre-Layoff Notification

The more quickly rapid response begins, the more time workers have to overcome their fears and re-enter the work force. These early intervention services are initiated once the Dislocated Worker Unit learns of impending layoffs. In some cases, employers are required to provide 60 days notice before a layoff. Certain mass layoffs and plant closures meet the criteria of the Worker Adjustment and Retraining Notification Act. See [www.dol.gov/compliance/laws/comp-warn.htm](http://www.dol.gov/compliance/laws/comp-warn.htm).

Contact your nearest Idaho Department of Labor office for additional information on the benefits of rapid response and other employer services or to provide notice of an impending layoff. Access a directory of the 25 local offices on our Web site, [labor.idaho.gov](http://labor.idaho.gov).

More information about layoff assistance is on our Web site under Business >Employer Services.

**labor.idaho.gov**