

**PA Department of Labor & Industry**  
**Workforce Investment Center**  
**Bureau of Workforce Development Partnership**  
**WORKFORCE INVESTMENT INFORMATION NOTICE NO. 2-06**  
**July 6, 2007**

**TO** : ALL UNEMPLOYMENT COMPENSATION SERVICE CENTERS  
ADMINISTRATION  
ALL PA CAREERLINK ADMINISTRATORS  
ALL WIA TITLE I PROGRAM OPERATORS  
ALL WIA FISCAL AGENTS  
ALL RAPID RESPONSE REGIONAL REPRESENTATIVES  
ALL BUREAU OF WORKFORCE DEVELOPMENT REGIONAL STAFF AND  
ALL SECTION CHIEFS

**CC** : ALL WORKFORCE INVESTMENT BOARD DIRECTORS

**FROM** : JOHN C. VOGEL  
Director  
Bureau of Workforce Development Partnership

**SUBJECT** : DISLOCATED WORKER TRANSITION TEAM POLICY

**INQUIRIES** : If you have questions concerning this issuance, please direct inquiries to:

**Sharon Burk**     [shburk@state.pa.us](mailto:shburk@state.pa.us)     **(814) 940-6232**  
**Terri Zimmerman**     [tezimmerma@state.pa.us](mailto:tezimmerma@state.pa.us)     **(570) 963-4814**

**1. Purpose.**

The purpose of this Dislocated Worker Transition Team Policy is to provide direction and guidance for the formation and operation of Dislocated Worker Transition Teams in Pennsylvania.

**2. Reference.**

Workforce Investment Act Section 101(38)(c).

**3. Discussion.**

The Workforce Investment Act of 1988 requires that Rapid Response Activities include “assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs.”

Pennsylvania uses the term “Dislocated Worker Transition Team” rather than the term “Labor-Management Committee” to ensure that all parties understand that the team has no collective bargaining role. Regardless of its name, the

Dislocated Worker Transition Team's purpose is to join with other stakeholders in plan development and implementation with the intent that individuals facing layoffs are able to use available federal, state, and local public resources, plus any contributions from employers, organized labor and other community organizations.

The Dislocated Worker Transition Team (DWTT) is usually made up of both hourly and salaried workers affected by a specific dislocation event. DWTT member recruitment can be accomplished through labor unions, the employer, or by asking for volunteers at the employee information meetings. The DWTT serves as an advocate for the entire affected workforce to ensure access to services and reduce the impact of the dislocation. The DWTT utilizes a self-help approach that involves affected workers in the planning of transition activities. The workers and/or their union, the company, and the community can all benefit by working cooperatively to implement a plan that will maximize available resources and lead to earlier reemployment.

When member selection is complete and the chair is in place, it is important for the Rapid Response Representative to facilitate committee orientation and training sessions. Performing committee tasks often requires new skills in group dynamics, group problem-solving and decision-making techniques, meeting planning and agenda setting, and exploring/developing various strategies for successful program designs. Orienting DWTT members to their tasks ranges from basic information on committee responsibilities, to extensive training in group dynamics. Typically, orientation sessions should cover discussion of the purpose of the DWTT's work, tasks, ground rules, and the support available from the State, Employer, Union, community and the PA CareerLink system. During training, the DWTT considers various ways to carry out its activities such as keeping in touch with co-workers, creating a "communications" system, developing worker adjustment service procedures, helping workers find new jobs and services which lead to those jobs, etc. These activities occur while most of the DWTT members are themselves in the midst of job dislocation. Small DWTTs can be all-purpose in nature; larger committees may decide to organize themselves into subcommittees, which concentrate on specific tasks such as "newsletters" or "special events."

See Attachment A – Dislocated Worker Transition Team Fact Sheet

In layoff events that total 50 or more Dislocated Workers, the Rapid Response Representative will promote the formation of a Dislocated Worker Transition Team (DWTT). The Rapid Response Representative's primary responsibility is to serve as a technical advisor. If a layoff event affects less than 50 workers, promotion of a team is at the discretion of the Rapid Response Representative. Community agency representatives, including PA CareerLink and Unemployment Compensation Service Center staff, may support workers' efforts by serving as "ex officio" members on the team.

The DWTT is guided by an impartial chairperson who facilitates meetings and activities. An impartial chairperson is not a company or union representative. During the initial team formation, the Rapid Response Representative may serve as the chairperson until the team selects an official chairperson. Candidates for

chairperson may be nominated by the Rapid Response Representative and/or team members.

See Attachment B – Duties of an Impartial Chair

A DWTT's activities are supported financially by the PA Department of Labor & Industry's, Bureau of Workforce Development Partnership, which can provide \$1500 to reimburse team expenses. However, the company and/or union are asked to either match this amount or contribute in-kind resources. The Rapid Response Representative will suggest an appropriate community-based financial agent to administer these funds. The DWTT financial agent can be chosen from a business organization, industry, or community agency. In the past, Local Workforce Investment Areas and United Ways have taken this role, but the DWTT is not limited to these entities. These funds may be used to:

- (1) Provide committee effectiveness training and technical assistance to members of the team;
- (2) Cover operation costs of the DWTT to enable it to provide advice and assistance in carrying out rapid response activities; and
- (3) Design and deliver customized services to affected workers.

The financial agent, the impartial chairperson, and the Director of the PA Labor & Industry Bureau of Workforce Development Partnership will execute a formal agreement for the reimbursement of DWTT expenses. Responsibility for completion and submission of this agreement lies with the Rapid Response Representative. The original fully executed agreement will be filed with the Bureau of Workforce Development Partnership and copies retained by the impartial chairperson, the financial agent, and the Rapid Response Representative.

Requests for expense reimbursement must be documented and submitted to the impartial chairperson for approval. In the absence of the impartial chairperson, the Rapid Response Representative may approve and submit expense reimbursement requests.

See Attachments    C - Financial Agreement  
                              D - Instructions for Financial Agents  
                              E - Mileage Report  
                              F - Expense Report

The DWTT will develop a plan including goals and anticipated length of operation. Activities of the team will include communication with affected workers to share information on employment and training opportunities, supportive services, and to update status of workers who may benefit from assistance. These goals will be documented in a DWTT plan, to be signed by the impartial chairperson. The Rapid Response Representative retains the original signed plan document and copies are distributed to all team members. The DWTT's existence will cease when stated goals are met or by mutual consent of the DWTT members, as stated in the plan. Typically, the DWTT support will last no longer than 6 months after the layoff/closure, or until a percentage (agreed upon by the DWTT) of affected workers have transitioned into new jobs or entered into approved training.

See Attachment G – Dislocated Worker Transition Team Plan (generic)

**4. Action Required.**

All CareerLink staff and partners are to regard this issuance as clarification of the criteria and process for Dislocated Worker Transition Teams.

**5. Attachments.**

Attachment A – Dislocated Worker Transition Team Fact Sheet

Attachment B – Duties of an Impartial Chair

Attachment C – Financial Agreement

Attachment D – Instructions for Financial Agents

Attachment E – Mileage Report

Attachment F – Expense Report

Attachment G – Dislocated Worker Transition Team Plan (generic)

**6. Expiration Date.**

Ongoing.

***Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program***

## **RAPID RESPONSE COORDINATION SERVICES DISLOCATED WORKER TRANSITION TEAM FACT SHEET**

### **Main Premise of the Dislocated Worker Transition Team (DWTT):**

The employees in a business closing are best served when a cross section of those affected are involved in service strategies.

### **DWTT Definition/Makeup:**

The DWTT ideally consists of employees from a cross-section of departments, including both blue and white-collar management/clerical/technical employees. Selection can be made on an employee volunteer basis, or by union leadership if workers are represented by collective bargaining.

The DWTT members serve as liaisons to the rest of the affected workers; their primary task is to ensure that the needed services and benefits reach the workers affected by this specific closing or layoff. If the DWTT encounters issues with service delivery or the provision of services to the affected worker group, RRCS is responsible for reviewing the issues and for initiating contact with the appropriate parties who can assist in problem resolution. Also, if systemic issues are encountered the RRCS staff will address the issues with appropriate parties for problem resolution.

The DWTT can be formed as soon as possible after notification that a layoff or plant closing will occur. The size of the industry determines the size of the DWTT, but a typical DWTT will include at least 5 affected workers. Typically, the DWTT support will last no longer than 6 months after the layoff/closure, or until a percentage (agreed upon by the DWTT) of affected workers have transitioned into new jobs or entered into approved training.

### **DWTT Administration:**

An impartial chairperson, mutually agreed upon by the group, guides the DWTT activities.

A financial agent in the community is also selected to administer DWTT expense funds.

The Rapid Response program representative facilitates the formation of the DWTT and continues to supply technical assistance during the whole team process.

### **DWTT Activities:**

Distribution, collection, and review of an employee survey/questionnaire to determine an action plan that would best suit that particular group of workers.

Tracking of co-workers and their concerns.

Creation and circulation of a DWTT newsletter to keep employees informed of events pertinent to reemployment and training opportunities, such as job/career fairs and job search workshops.

## **DISLOCATED WORKER TRANSITION TEAM IMPARTIAL CHAIR**

### **DUTIES AND RESPONSIBILITIES**

- Coordinates scheduling of Dislocated Worker Transition Team (DWTT) meetings as needed
- Assists the DWTT in preparing a budget of anticipated expenditures, including postage, travel, printing, office supplies, and other reasonable costs to support the DWTT work
- Develops a cohesiveness among the DWTT members by surfacing their common interests in meeting the goals and objectives of the DWTT
- Facilitates DWTT discussions, helping to keep the DWTT on track and helping it to reach consensus
- Guides the DWTT in undertaking difficult or unfamiliar tasks, e.g., preparing a newsletter
- Focuses the attention of the DWTT on all individuals requesting help, thereby preventing any dislocated workers from being overlooked
- Approves expenditures incurred by the DWTT
- Provides for continuation of DWTT activities, especially when members are transferred or find new jobs

Prepares and submits to the PA Rapid Response Coordination Services, Bureau of Workforce Development Partnership a final report that assesses the work performed by the DWTT relative to meeting its goals in assisting dislocated workers

**DISLOCATED WORKER TRANSITION TEAM AGREEMENT NO. \_\_\_\_\_**

**Financial Agreement**

THIS AGREEMENT, which is effective upon final execution by all parties, made and executed between the Commonwealth of Pennsylvania, Department of Labor and Industry, Bureau of Workforce Development Partnership, Rapid Response Coordination Services, (hereafter known as the "Rapid Response Coordination Services"),

\_\_\_\_\_ Financial Agent for the Dislocated Worker Transition Team (hereafter known as the "Financial Agent") and

\_\_\_\_\_ the Impartial Chair of the Dislocated Worker Transition Team (hereafter known as the "Impartial Chair"):

WITNESSES THAT:

WHEREAS, the Congress of the United States has enacted the Workforce Investment Act (WIA) of 1998 (P.L. 105-220) which requires states to establish a rapid response dislocated worker unit to carry out statewide rapid response activities;

WHEREAS, the Commonwealth of Pennsylvania has designated the Rapid Response Coordination Services as the responsible entity to provide the required rapid response within the Commonwealth;

WHEREAS, the Workforce Investment Act requires the state rapid response dislocated worker units to provide guidance and financial assistance in establishing a labor-management committee voluntarily agreed to by labor and management, or a workforce transition committee comprised of representatives of the employer, the affected workers and the local community to devise and oversee an implementation strategy that responds to the reemployment needs of the workers; and

WHEREAS, the Rapid Response Coordination Services has designated that the term "Dislocated Worker Transition Team" (hereafter known as the "Team") will be used in lieu of the terms labor-management committee and workforce transition committee identified in the Workforce Investment Act;

NOW THEREFORE, it is agreed that in response to the permanent closing/mass layoff of the workforce employed by \_\_\_\_\_, the Rapid Response Coordination Services recognizes that a Team has been established under the following terms and conditions.

**OBJECTIVE AND CONDITIONS**

Under the terms of this financial agreement, the members of the \_\_\_\_\_ Team will use funds provided hereunder (1) to provide committee effectiveness training and technical assistance to members of the Team; (2) to operate costs of the Team to enable it to provide advice and assistance in carrying out rapid response activities; and (3) to design and deliver customized services to affected workers.

The Impartial Chair will provide continuity from the start-up phase of the Team, throughout the layoff or closure, until the end of the dislocation event. Specifically, the Impartial Chair:

- Provides guidance to the Team members and assists them in providing quality services to the impacted workforce;
- Plans, chairs, and records the results of each Team meeting;
- Collects and records data on employment and training activities of the affected workers;
- Serves as a liaison between the Team and the community;
- Provides continuity through every facet of the worker adjustment process;
- Prepares a final report on the activities of the Team and on the placement rate of the dislocated workers.

Nothing in this agreement shall affect the rights or duties owing to a collective bargaining agreement or to collective bargaining obligations.

---

DW-5 (Page 1) 06-2004 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY RAPID RESPONSE COORDINATION SERVICES

### **TERMS**

The designated Financial Agent for the Team is:

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Subject to its other provisions, and the availability of State and Federal funds, the terms of this Agreement shall commence on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and end on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The parties agree that the cost of operating the Team to oversee an implementation strategy that responds to the reemployment needs of the workers shall not exceed \$1,500 which will be paid by the Rapid Response Coordination Services. The Impartial Chair shall document the Team expenses and submit them to the Financial Agent on a monthly basis. The Financial Agent shall pay the expenses and submit a properly documented invoice to the Rapid Response Coordination Services for reimbursement. These costs may include:

1. Out-of-pocket expenses; i.e., travel and subsistence of Team members while engaged in Team business, as certified by the Impartial Chair and consistent with state travel regulations.
2. Office supplies, postage, printing, meeting space rental, telephone costs for Team business.
3. Compensation for persons or organizations carrying out goals established by the Team, subject to approval of Pennsylvania Rapid Response Coordination Services.

### **TERMINATION**

The Impartial Chair shall file a final report with the Rapid Response Coordination Services at the conclusion of its activities. The report shall include a description of the Team's activities, outcomes, its expenditures, and recommendations for future programs. The report will become public information, except for any proprietary or personal information, which should be placed in a separate section of the report and marked "confidential." The Team and this agreement shall terminate after the former has met its goals and filed its final report.

---

Director, Bureau of Workforce Development Partnership      Date

---

Financial Agent      Date

---

Impartial Chair      Date

## **Instructions for Dislocated Worker Transition Team Financial Agents**

1. **Records** - The financial agent is paying the expenses of the individual. Therefore, they should keep the original records for auditing purposes. These original records would include such items as the mileage logs and receipts. The best backup for reimbursement will include a copy of the issued check(s) plus photocopied records to support each check. Where the financial agent supplied materials, records to show purchases, photocopy charges and so forth should be maintained.
2. **Timeliness** – Because the financial agent is paying expenses in advance for the DWTT, it is advised that the agent maintain a timetable to ensure proper reimbursement. The financial agent should make every effort to reimburse team members for expenses as quickly as possible, at least within thirty days of submission of the expense or mileage reports with receipts. Usually a standard monthly or quarterly invoicing to the Commonwealth is sufficient. Financial agents may need to consider that processing time at the Commonwealth may take over a month. All final contract expenses should be invoiced within a month of the closure of the DWTT.
3. **Cover Letter Template** - Enclosed is a cover letter template that can be used to request payment. While other methods are possible, please ensure that any billing statement includes the following information:
  - a. Dislocated Worker Transition Team
  - b. Dislocated Worker Transition Team Number
  - c. Amount requested
  - d. Financial agent contact information - Letterhead with phone/fax/email is sufficient.
  - e. What type of expenses are being reimbursed – the sample shows mileage, postage, and long distance; this will vary according to the expenses.
  - f. (If necessary) Extenuating circumstances for abnormal charges – discuss with the Rapid Response Representative if there are questions.

Financial Coordination Services  
Bureau of Workforce Development Partnership  
12<sup>th</sup> Floor, Labor & Industry Building  
7<sup>th</sup> & Forster Streets  
Harrisburg, PA 17120

RE: (Name of Dislocated Worker Transition Team)  
Agreement Number \_\_\_\_\_

Dear Sir,

Enclosed are copies of checks written as reimbursement for mileage, postage and long distance phone calls incurred by members of the above referenced Dislocated Worker Transition Team. Verification supporting these payments is attached.

Pennsylvania Rapid Response Coordination Services owes (this financial agent) a reimbursement of \$ 0.00 for monies expended under agreement #\_\_\_\_.

Thank you.

Sincerely,

Financial Agent

\_\_\_\_\_ Dislocated Worker Transition Team

**Mileage Report**

Date: \_\_\_\_\_

Payee Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_

\_\_\_\_\_

Date	Traveled From	Traveled To	Mileage
Submitted by: (Signature)		Total Mileage 	
Approved by: (Impartial Chair)		Agreement #	Amount  (Total Mileage X \$_____) at Commonwealth Rates

**Financial Agent Information**

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

e-mail address: \_\_\_\_\_

Dislocated Worker Transition Team  
**Expense Report**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Financial Agent's Name)

Please issue check to: \_\_\_\_\_  
(Payee Name – Please Print or Type)

\_\_\_\_\_  
(Payee Address, City, Zip)

For reimbursement of expenses incurred in carrying out his/her official duties connected with the \_\_\_\_\_.

Description of Expenses:	Amount

TOTAL: \_\_\_\_\_

I certify that the above expenses are correct and proper:

\_\_\_\_\_  
(Payee's Signature)

Submitted and Approved by:

\_\_\_\_\_  
(Impartial Chair's Signature)

**Receipts Are Attached**

**Return To:**

Financial Coordination Services  
Pennsylvania Department of Labor and Industry, BWDP  
12<sup>th</sup> Floor, Labor and Industry Building  
Seventh and Forster Streets  
Harrisburg, PA 17120  
Phone: (717) 783-8042  
Fax: (717) 783-7115

Dislocated Worker Transition Team  
for Furloughed Employees of  
(**Enter** Employer Name)

**Plan**

As a result of the (**Enter** reduction in force or closure) of the (**Enter** Company Name) located at (**Enter** Company Address), a Dislocated Worker Transition Team (DWTT) shall be organized to assist all employees of the (**Enter** Company Name), with the Transition into new employment and/or job retraining. The DWTT may be comprised of peer representatives of (**Enter** Company Name) (co-workers), including hourly and salaried, who will work as volunteers.

It shall be the intent of the Dislocated Worker Transition Team to:

1. Provide information to all affected workers about services and resources that are available, e.g., re-employment services, unemployment compensation insurance, retraining leading to re-employment, and marketing existing skills to new employers; also, personal human services such as personal or family counseling, skill assessment, veterans benefits, income assistance (to include food stamps, medical assistance, energy assistance), stress counseling, and any other support service necessary during the transition from unemployment to re-employment.
2. Publicize the work and effort of the team via the media and/or newsletter sources.
3. Conduct surveys of furloughed employees to determine services needed to facilitate re-employment.
4. Track status of furloughed workers, and act as a liaison for any worker experiencing difficulty, linking that individual with any appropriate agency or resource to provide the required assistance.
5. Sponsor workshops (if there is sufficient interest) on specialized areas of need such as the job search process, interviewing techniques, resume preparation; workshops on credit management/financial counseling, family stress counseling, or any other area of demonstrated need.

General: The DWTT shall be comprised of volunteers from the affected worker group of (**Enter** Company Name), including management, and shall be guided in its activities by the leadership of an impartial chair, with guidance from Pennsylvania Department of Labor & Industry Rapid Response Coordination Services.

This team support will last no longer than 6 months after the layoff/closure, or sooner, or until \_\_\_\_\_% of the affected workers have transitioned into new jobs, entered into approved training, retired, or no longer need reemployment assistance.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE