



WE ARE YOUR DOL



Department of Labor

# RAPID RESPONSE SERVICES

HELP FOR BUSINESSES FACING CUTBACKS

## WHAT IS RAPID RESPONSE?

Rapid Response is a service that we offer to businesses and employees affected by cutbacks and site closings. We provide early job placement assistance and other service resources.

## SHARED WORK

Our regional teams help protect your employees during temporary business downturns through the Shared Work Program. Shared Work gives an alternative to laying off your employees. It lets you keep trained employees with key skill sets. Under this program, your business can:

- Reduce the number of normal work hours for a particular unit, shift, or all staff
- Include full- and part-time employees in the plan
- Apply for a plan with a minimum of two employees
- Agree to continue fringe benefit levels, unless you must reduce them for your entire work force
- Supplement lost pay with partial Unemployment Insurance (UI) benefits (maximum of 26 times their weekly benefit rate during a benefit year)
- Require that the Shared Work participant remain available to work for you as in their normal work schedule

### SPECIFIC INFORMATION REGARDING SHARED WORK:

[dol.ny.gov/shared-work-employer-eligibility-and-application](https://dol.ny.gov/shared-work-employer-eligibility-and-application)

## NEW YORK STATE WARN ACT

After a business has tried every option to minimize layoffs, our team can provide custom job placement service before layoffs occur while frequently partnering with organized labor (when attached) and hired outplacement firms. We also introduce job seekers to the Career Center system.

Businesses in New York State that employ 50 or more full time employees are required to issue a Worker Adjustment and Retraining Notification (WARN) 90 days before closing a plant. They must also notify when there is a layoff that affects:

- 33 percent of the workforce (at least 25 employees)
- 250 employees from a single employment site

### THEY MUST SEND THE NOTICE TO:

- All of affected Employees
- Their representatives
- The State Labor Department
- Local workforce development boards
- The chief elected official of the unit or units of local government where the site of employment is located
- The school district or districts where the site of employment is located
- The locality that provide(s) police, firefighting, emergency medical or ambulance services, or other emergency services, to the locale where the site of employment is located

### STATE WARN REGULATIONS:

[dol.ny.gov/warn-worker-adjustment-and-retraining-notification](https://dol.ny.gov/warn-worker-adjustment-and-retraining-notification)

## BENEFITS TO YOUR BUSINESS

Businesses have lower Unemployment Insurance costs, as people return to work quicker when they start services prior to layoff. It maintains morale and productivity, as Rapid Response shows your business has a high regard for the employees in transition.

## BENEFITS TO YOUR EMPLOYEES

Employees will receive timely job placement assistance, including:

- Job Referral
- Customized Job Fair
- Career Development
- Resume Preparation
- Job Market Information
- Training Options
- Use of JobZone – Search here: [jobzone.ny.gov](http://jobzone.ny.gov) for career exploration assessments to identify interests and work values. It also suggests jobs that match interests, offers a resume builder and provides a local job fair schedule

### INFORMATION IS ALSO PROVIDED REGARDING:

- Filing an Unemployment Insurance claim  
[dol.ny.gov/unemployment/file-your-first-claim-benefits](http://dol.ny.gov/unemployment/file-your-first-claim-benefits)
- Compare health coverage options
- Identify useful community resources

## REGIONAL RAPID RESPONSE COORDINATORS

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