



# GEORGIA DEPARTMENT OF LABOR

148 ANDREW YOUNG INTERNATIONAL BLVD., NE ♦ ATLANTA, GEORGIA 30303-1751

MARK BUTLER  
COMMISSIONER

## **Rapid Response Employer Meeting Agenda**

**(Draft Example)**

- I. Introduction of the Meeting Attendees**
- II. Purpose of the Meeting**
  - The purpose of the meeting is to gather additional information concerning the layoff/closure, and to make the employer aware of the resources, services, and assistance available through the Georgia Department of Labor to help both you and your employees.
- III. Fact Finding**
  - Verifying information regarding the layoff that will assist in determining the course of action to be taken. (i.e., layoff date, # of employees impacted, etc.)
- IV. Determine the Impact of the Layoff/Closure**
  - Will there be an impact on other suppliers, vendors, assemblers?
  - Obtain the names of these impacted companies?
- V. Obtain Information Concerning Plans for the Building (if closing)**
  - This information will be pivotal to economic development agencies/individuals
  - Size of the facility (sq. footage); what types of equipment/machinery is available
  - Contact person for more information
- VI. Inquire/Obtain Information of Possible Employee Benefits Provided**
  - Will there be “stay-pay”, severance, or wages-in-lieu of notice paid
  - Are there any company sponsored tuition assistance plans
  - Type(s) of insurance available
- VII. Inquire/Obtain Workforce Profile(s) – As Available**
  - Summary of Occupational Titles
  - Average Wage
  - Average Educational Level
  - Average Age
  - Number of Salaried and Hourly Employees
  - Number of Full-Time and Part-Time Employees
  - Shifts

**VIII. Employer Mass Separation Requirements**

- DOL402 & DOL402a

**IX. Plans for Employee Information Sessions**

- Share a Draft Employee Information Session Agenda
- Describe UI, Reemployment, Re-Training, Trade, etc. Services Available
- Discuss possible logistics