

## Worker Adjustment and Retraining Notice (WARN)

Due to the immense changes in the workforce landscape, a WARN notice is being requested from all businesses that are/or have reduced their staff through reduction in hours, furlough or layoff.

Today, considering the changing economy please provide the following to the Coconino County Rapid Response Coordinator, Cindy Wilson. [cwilson@coconino.az.gov](mailto:cwilson@coconino.az.gov)

Employer Name:  
Industry:  
Address, City:  
Employer Contact and Phone/email:  
Layoff Date:  
Number of Impacted Employees:  
Temporary or Permanent Layoff:  
Any additional Information:

This can be sent via email to [cwilson@coconino.az.gvo](mailto:cwilson@coconino.az.gvo), it may be provided at the following link (INSERT SURVEY MONKEY LINK) or by regular mail to Coconino County HHS; Cindy Wilson, Rapid Response Coordinator; 2625 N King St.; Flagstaff, AZ 86004

Issuing a WARN notice causes no-harm to the employer, it allows the local area to work closely with the affected workers to ensure they receive any resources needed.

By taking this step for your employees the Rapid Response team will:

- Make appropriate services available to eligible dislocated workers through Coconino Rapid Response team.
- Operate a monitoring, reporting, and management system to provide adequate information for effective program management, review, and evaluation;
- Exchange information and coordinate programs with the appropriate economic development agencies, Arizona Department of Education, and training and social service programs;
- Fully consult with labor organizations where substantial numbers of their members are to be served; and
- Distribute information on the availability of services and activities under the Dislocated Worker program, including efforts to ensure employers, organized labor, and groups of employees not represented by organized labor are aware of the availability of Rapid Response assistance.

Officially a WARN notice is required for employers with 100 or more employees, including private, for-profit employers and private, nonprofit employers are covered, as are public and quasi-public entities which operate in a commercial context and are separately organized from the regular government.