

## Worker Adjustment and Retraining Notification Act (WARN)

DWS was designated by the Governor as the recipient of mandatory notices from employers of plant closings and layoffs under the Worker Adjustment and Retraining Notification Act (WARN). Should you be required to provide notice of plant closings or mass layoffs as provided for in the Worker Adjustment and Retraining Notification Act of 1988 (WARN, Public Law 100-379), the notice should be mailed to:

Cody Waits  
Division of Workforce Services  
P.O. Box 2981  
Little Rock, AR 72203

The United States Department of Labor's Interim Rule published in the Federal Register on Friday, December 2, 1988, (20 CFR Part 639) provides who shall give notice and that the following information be included in the notice:

- (1) The name and address of the employment site where the plant closing or mass layoff will occur;
- (2) The nature of the planned action, i.e., whether it is a plant closing or mass layoff;
- (3) The expected date of the first separation, and the anticipated schedule for making the separations;
- (4) The job titles of positions to be affected, and the number of affected employees in each job classification;
- (5) A statement as to the existence of any applicable bumping rights;
- (6) The name of each union and the name and address of the chief elected officer of each union; and
- (7) The name, address, and telephone number of a company official to contact for further information.

In addition, it is recommended that the notice include a statement of whether the planned action is expected to be permanent or temporary, and if temporary, its expected duration.