



**Workforce Innovation and Opportunity Act Policy**  
**Employment System Administration and Policy**

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Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

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**Policy Number:** 5605

**To:** Washington WorkSource System

**Issuance Date:** July 1, 2015

**Subject:** Publicly-Disclosable Information under the Worker Adjustment and Retraining Notification (WARN) Act

1. **Purpose:**

This policy communicates that information which is publicly disclosable under the Worker Adjustment and Retraining Notification (WARN) Act.

2. **Background:**

The Worker Adjustment and Retraining Notification Act (WARN) of 1988 mandates that selected employers provide notification sixty (60) calendar days in advance of plant closings and mass layoffs to affected workers or their representatives (e.g., a labor union), the taxing governmental municipality, and the state's WARN/Rapid Response Unit. Advance notice provides affected workers and their families the time to adjust to the prospective loss of employment, seek and obtain reemployment, and if necessary, enter training that will allow those workers to successfully compete in the labor market.

3. **Policy:**

The following WARN information is considered public information and is published on the Employment Security Department [website](#):

- Employer's name and address, and address of facility to be closed or location(s) where mass layoff(s) will occur
- Expected date of the first separation
- Number of positions affected
- Permanent or temporary status

**4. Definitions:**

None.

**5. References:**

Public Law 100-379 (29 U.S.C. 2101, et seq.) and regulations that appear at 20 CFR Part 639.

**6. Supersedes:**

WIA Title I-B Policy 3910

**7. Website:**

[http://www.wa.gov/esd/1stop/policies/wioa\\_title1.htm](http://www.wa.gov/esd/1stop/policies/wioa_title1.htm)

**8. Action:**

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, should distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

**9. Attachments:**

None.

**Direct Inquiries To:**

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