



Resources for Employers Planning a Reduction in Force

- Alternative options to a reduction in force
 - [MI WorkShare](#)
 - State program which enables employers to retain trained employees and avoid the expense of recruiting, hiring and training new employees
 - Eligible employees work a reduced number of hours in the work week and receive a portion of weekly unemployment benefits.
 - [SHRM Employment Downsizing and Alternatives](#)
- HR reduction in force best practices
 - [SHRM How to Conduct a Layoff or Reduction in Force](#)
 - [SHRM Reduction in Force Checklist](#)
 - [EEOC Avoiding Discrimination in Layoffs](#)
- West Michigan Works!
 - Contact company's assigned Business Solutions Representative once a decision has been made to make a reduction in force. (If a company does not have a BSR, contact [Leslie Jolman](#).)
 - Services available to employers:
 - Assistance with navigating state/federal RIF requirements including WARN notices
 - Provide a Rapid Response Orientation for employees
 - Led by Employer, WMW!, State of MI rep, UIA rep
 - Overview of available West Michigan Works! services such as resume assistance, testing, access to job fairs, etc.
 - Instructions on how to file for unemployment
- [Department of Labor and Economic Opportunity Unemployment Insurance](#)
 - [Information for employers](#)
 - [Information for employees](#)
- WARN Notices
 - WARN offers protection to workers, their families and communities by requiring employers to provide notice 60 days in advance of covered plant closings and covered mass layoffs.
 - [WARN Fact Sheet \(State of Michigan\)](#)
 - [WARN Fact Sheet \(Federal\)](#)

Resource Employers Can Share with Employees

- [Department of Labor and Economic Opportunity Unemployment Insurance](#)
 - [Information for employees](#)
- [Pure Michigan Talent Connect \(PMTC\)](#)
 - PMTC serves as the state's labor exchange system and is the central hub connecting job seekers and employers. It provides access to and information about talent recruitment, networking, training, and placement services.

- [West Michigan Works](#)
 - [Displaced Worker Program](#) – Basic career services, training services
- Continuing Education
 - [Adult Education](#)
 - [Grand Rapids Community College](#)
 - [Muskegon Community College](#)
 - [Michigan Manufacturing Technology Center](#)
 - [Thompson M-Tec](#)
- Entrepreneurial Resources
 - [SURGE](#)
 - Lakeshore Advantage resources assisting entrepreneurs in achieving their next milestones
 - [SURGE Membership Guide](#)
 - [Start a Business](#)
 - [Grand Rapids Opportunities for Women \(GROW\)](#)
 - This organization focuses on helping women at various stages of business ownership by offering services such as business counseling, entrepreneurial training, networking as well as a variety of financial resources.
 - [Michigan State University Product Center](#)
 - Operated by MSU's Department of Agricultural, Food, and Resource Economics, the Product Center works with companies and entrepreneurs specifically working in the agricultural, food, and natural resource sectors. It is staffed with employees specializing in venture development, business and market analysis, supply chain management, and food science and nutrition.
 - [SCORE](#)
 - This entrepreneurially focused nonprofit is a resource partner for the U.S. Small Business Administration (SBA) and provides a variety of services for entrepreneurs such as mentoring; webinars and classes; access to online resources; and opportunities to attend a number of local events. SCORE chapters for West Michigan are located in Grand Rapids, Muskegon, and Kalamazoo.
 - [Small Business Development Center \(SBDC\)](#)
 - The SBDC provides free resources and services for entrepreneurs at every stage of the business start-up process, ranging from consulting services for those looking to get started to business education workshops and counseling for those who are already on their entrepreneurial journey.