**WARN Reporting Requirements**

The Worker Adjustment and Retraining Notification (WARN) Act requires companies planning a mass layoff to notify workers 60 days prior to the closure.

**WARN Compliance Resources**

U.S. Department of Labor (USDOL) provides compliance guidelines for layoff notification requirements.

* Use [USDOL's compliance assistance page](https://www.doleta.gov/layoff/warn.cfm) for more information.
* Use a USDOL [WARN advisor wizard](https://webapps.dol.gov/elaws/warn.htm) to determine if notification is required.

 **How to Report a Layoff**

Companies must provide written notification to Oregon’s Rapid Response Dislocated Worker Unit and the chief elected official of the local government of the community where the layoff or closure will occur.

<https://www.oregon.gov/highered/institutions-programs/workforce/Pages/warn.aspx>

**1. Write a letter on company letterhead that includes:**

* Company name
* Physical and mailing address of layoff or closure
* Company representative name and phone number (local contact preferred)
* Indicate if event is a layoff or a closure
* Indicate if event is expected to be temporary or permanent
* Provide anticipated layoff or closure date
* Provide timeline if WARN covers additional or future employment reductions
* Total number of employees affected by the WARN
* Job titles or positions and the number of affected employees in each job category.
* For multiple lay-off locations, provide a breakdown of the number of affected employees and their job titles by each lay-off location
* Whether employees are represented by a union
	+ Provide information on each union/employee representative
	+ Provide the name and address of the chief elected officer of each union
	+ Statement of bumping rights, if any
* Signature of company official including name, title and phone number

**2. Mail a hard copy of the letter to:**

**Michael Welter, Rapid Response Coordinator**

Oregon Dislocated Worker Unit

Oregon HECC – Office of Workforce Investments

3225 25th Street SE

Salem, OR 97302

**3. Send a copy of the letter to the chief elected official of the community where the layoff or closure will occur.**