

# Worker Adjustment Retraining Notification (WARN) Instructions

- 1. The employer must provide written notice that satisfies the following requirements to all employees affected by the mass layoff, relocation or termination:**
  - When providing the required notice, any reasonable method of delivery that ensures receipt of notice is acceptable (e.g., first class mail, personal delivery with optional signed receipt, electronic mail, etc.)
  - Give as much notice as is practicable (*i.e.*, reasonably possible) at the time notice is given
  - Provide a brief statement as to why the 60-day notification period could not be met
  - Include the following information in the notice to each affected employee:
    - A statement as to whether the planned action is expected to be permanent or temporary and, if the entire location is to be closed
    - The expected date when the plant closing or mass layoff will commence and the expected date when the individual employee will be separated
    - An indication whether or not bumping rights exist
    - The name and telephone number of a company official to contact for further information
    - The following statement: "If you have lost your job or been laid off temporarily, you may be eligible for Unemployment Insurance (UI). More information on UI and other resources available for workers is available at [labor.ca.gov/coronavirus2019](http://labor.ca.gov/coronavirus2019)."
  
- 2. The employer must provide a notice with the following information to the EDD, the Local Workforce Development Board, and the chief elected official of each city and county government within which the termination, relocation, or mass layoff occurs:**
  - Name and address of the employment site where the closing or mass layoff will occur
  - Name and phone number of a company official to contact for further information
  - Statement as to whether the planned action is expected to be permanent or temporary and, if the entire location is to be closed, a statement to that effect
  - Expected date of the first separation, and the anticipated schedule for subsequent separations
  - Job titles of positions to be affected, and the number of employees to be laid off in each job classification
  - In the case of layoffs occurring at multiple locations, a breakdown of the number and job titles of affected employees at each location
  - An indication as to whether or not bumping rights exist
  - Name of each union representing affected employees, if any
  - Name and address of the chief elected officer of each union, if applicable
  - The notice may include additional information useful to the employees such as, if the planned action is expected to be temporary, the estimated duration, if known

# Where to File a WARN Notice

Anaheim businesses may file a WARN notice with the following contacts:

1. The Employment Development Department:

WARN Act Coordinator  
Statewide Services Unit  
Workforce Services Division  
Employment Development Department  
722 Capitol Mall, MIC 69/Room 3099  
Sacramento, CA 95814  
[eddwarnnotice@edd.ca.gov](mailto:eddwarnnotice@edd.ca.gov)

2. The Local Workforce Development Board:

Marco Lucero, Workforce Development Manager  
City of Anaheim Workforce Development Division  
201 S. Anaheim Blvd., Suite 1001  
Anaheim, CA 92805  
[Mlucero@anaheim.net](mailto:Mlucero@anaheim.net)

3. The chief elected official of each city and county government within which the termination, relocation, or mass layoff occurs:

Harry Sidhu  
Mayor – City of Anaheim  
Office of the Mayor – City of Anaheim  
200 S. Anaheim Blvd. 7<sup>th</sup> Floor  
Anaheim, CA 92805  
[Hsidhu@anaheim.net](mailto:Hsidhu@anaheim.net)

Donald P. Wagner  
Supervisor – 3<sup>rd</sup> District  
Office of Third District Supervisor Donald P.  
Orange County Board of Supervisors  
333 W. Santa Ana Blvd.  
Santa Ana, CA 92701  
[Donald.Wagner@ocgov.com](mailto:Donald.Wagner@ocgov.com)

**COVID-19 WARN Information:** <https://www.edd.ca.gov/>