

Lay-off Services



A. Lay-off Information Folders:

Available to all businesses in Volusia and Flagler Counties.

Information folders include helpful information to assist affected workers to file for unemployment benefits, access job listings and resume services, healthcare and helpful retirement and insurance facts.

<u>Request</u>	<u>Expected Delivery Timeline</u>
Up to 100 employees	2 business days
101-300 employees	Within 3 business days after initial request

B. Orientation & Workshops:

Orientation available for lay-offs of 10 or more employees-

Orientation and workshops available for lay-offs of 20 or more employees-

Services include the provision of lay-off information folders (**Package A**), a group orientation of available resources for those who have recently lost employment, résumé preparation and or interview preparation workshops at the employer's site or at a local site arranged by the employer. Service requires 2 weeks pre-notification by the business.

C. Reverse Job Fair Activity:

Available for lay-offs of 100 or more employees-

With two weeks pre-notice, the CBE can help companies assist affected employees by bringing local employers hiring similar skills to the business location to meet with affected employees during employee breaks prior to their final day of employment. This service is designed to reduce the amount of time your affected employees will remain unemployed.

To move this activity to an off-site location other than the site of the affected business may require up to three weeks pre-notification to the CBE. Cost-sharing for facility space and staff may be required.



386-323-7079

Note: Although CBE aims to be as accommodating as possible to business needs, CBE services are reliant upon the availability of our staff and resources. Not every date and activity may be available at all times.

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