



Incumbent Worker Training Policy

Background: The Workforce Innovation and Opportunity Act (WIOA) has provided that up to 20% of WIOA Adult and Dislocated WIOA funding may be used to train existing employees (i.e. Incumbent Workers) without the required eligibility criteria set forth by each program. Activities are outlined in WIOA Section 134 et. Al. [29 U.S.C. 3174]

Purpose: To establish guidelines for the Ozark Region Job Center in providing training employed individuals who are currently under-skilled. This will allow them to advance with their employer and will allow their employer to be more competitive in the workforce.

Target: Businesses that need to up-skill their workforce to retain their employees or to avert a layoff¹.

Training: Training shall be conducted for “in-demand” sectors as established by the Workforce Development Board. Training will lead to increase the competitiveness of the employee and the employer.

Number of Employees Trained: No minimum requirement.

Employer Requirements: The employer shall guarantee that employees shall receive either an increase in pay or receipt of additional benefits (i.e. healthcare, retirement, insurance, pto, promotion, etc.) within 60 days of completion of training. The employer will provide in-kind matching resources, such as trainee wages or leasing costs for classroom space. In addition, employers will be required to present documentation of increased skills obtained by the participant, such as an industry-recognized certificate or credential, or a promotion that correlates to the competitiveness of the job and the employer; or averting the need to lay off employees through assisting workers to obtain the skills necessary to retain employment. This must increase both a participant’s and a company’s competitiveness.

If a collective bargaining agreement covers the employer, then union concurrence with the training services is required.

Employee Requirements: The employee must have worked six consecutive months, at a minimum of 32 hours per week to be considered.

Assurances

As the State of Missouri offers a state-funded Incumbent Worker Training Program, Job Center staff members shall ensure that no duplication of training funds will be expended. Each application for funding shall be reviewed and checked against the State’s list.

¹ Per DWD Issuance 25-2015 “Incumbent Worker Training must assist workers in obtaining skills necessary either to retain employment or to avert layoffs.”