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Ozark Region

## Incumbent Worker Training

### Policy

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**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 layoff<sup>1</sup>.

**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:** Training must lead to opportunities for advancement and wage increases within 60 days of the successful completion of training. The employer will provide in-kind matching resources, calculated per Issuance 23-2017, such as trainee wages during the time of training 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. Employers must be enrolled in the state’s database system.

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. Exception to this statement are outlined in DWD Issuance 23-2017 in regard to cohorts. Employees must be enrolled in the state’s database system.

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<sup>1</sup> Per DWD Issuance 23-2017 “IWT meets the needs of an employer, or a group of employers, by averting potential layoffs, by increasing the skill levels of current employees to make the most of company career-advancement opportunities, and by creating backfill opportunities for less skill employees.”



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#### *Assurances*

Though not all items are listed in this policy, the Region will adhere to Issuance DWD 23-2017 in its entirety and will use it as a reference guide.

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.

*Approved by WDB 12-12-18*