

INCUMBENT WORKER TRAINING POLICIES

1. **Eligible Employer Criteria:**

- A for-profit entity in a local in-demand industry. Other entities may be considered if there are compelling reasons such as long term viability of the employer which justify investment in IW training.
- Businesses not eligible for IWT Funding:
 - ✓ Governmental entities;
 - ✓ temporary staffing agencies;
 - ✓ a business currently receiving training funds, either directly or indirectly, from Georgia state government unless those training funds do not duplicate the training efforts outlined in the IWT application;
 - ✓ a business that has received funds either directly or indirectly from Georgia state government under any previous training initiative, and the terms of the agreement for training have not been met;
 - ✓ a training provider, unless it is to address the skills gaps of the training provider's incumbent workers;
 - ✓ a Workforce Development Board or its administrative entity; or
 - ✓ a company whose primary business is education.
- Has been operating in current location for at least 12 months;
- Has no individuals laid off from the same or substantially equivalent position;
- Is current on all federal and State tax obligations;
- Is financially viable;
- Provides a detailed and acceptable description of how the training is related to the competitiveness of the business and the employee receiving training;
- Demonstrates a commitment to retain or avert layoff of employees receiving training;
- Unless for a lay-off aversion only, provides information regarding employee wages and benefits prior to training compared to anticipated wages and benefits after training completion and must include a wage increase for IWT trainees within one year of training completion (which will be tracked during training follow-up);
- Has other training opportunities offered to employees;
- Has at least 5 full-time (at least 30 hours/week) employees;

- Willing to provide percent match as required by number of employees. Under section 134(d)(4)(D) of WIOA, the minimum amount of employer share in the IWT depends on the size of the employer:
 - ✓ At least 10 percent of the cost, for employers with 50 or fewer employees;
 - ✓ At least 25 percent of the cost, for employers with 51 to 100 employees; and
 - ✓ At least 50 percent of the cost, for employers with more than 100 employees.

(Match may include wages paid while in IW training, facility usage, trainee's food lodging and travel to training or other expenses approved prior to the beginning of training.);

- Able to execute a Contractor Affidavit under the Georgia Illegal Immigrant Enforcement Act of 2011 (O.C.G.A. § 13-10-91 (b)(1)) and is compliant with the non-discrimination and equal opportunity provisions of WIOA of 2014, Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and with 29 D.F.R. Part 37;

2. Eligible Employee Criteria:

- Must be a U.S. citizen or work-registered alien;
- Employed with the IWT employer at least 6 months. However, for training provided to a group of employees, if the majority of trainees (51%) in the IWT class meet the six-month employment requirement then not every employee in the training must have been employed for 6 months. "Employed" means meeting the Fair Labor Standards Act requirements for an employer-employee relationship (i.e. receives a W-2 for tax purposes, not a 1099 or is not employed through a temporary or staffing agency);
- Males born on or after January 1, 1960 must be registered with the Selective Service;
- Is a full-time (at least 30 hours/week) employee;
- May be hourly or salaried.
- May not be a seasonal or temporary employee.

3. Training Policies:

- All IWT training should take place within the State of Georgia unless approved by the Northwest Georgia Workforce Development Board prior to the beginning of training.
- Maximum amount of the IWT share of funding is \$50,000 per company per program year and minimum amount of IWT share of funding is \$5,000 per IWT training agreement. Appropriate percentage of match based on employer size specified in the Eligible Employer Criteria in #1 above will be required.
- Maximum number of IW trainees per employer per year is 50.

- Requests for IWT training funds will be prioritized based on the information submitted which indicates the greatest potential for impacting employee retention, increasing the competitiveness of the company and/or the employee, and/or are considered in-demand occupations or growth sectors of the local economy.
- Requests for IWT will be considered on a first-come basis until funds are depleted. Requests received after funds are depleted will be placed on a contingency list should additional funds become available. Employers may apply for subsequent IWT funding but receipt of prior funding does not automatically guarantee award of future IWT funding.
- IWT funds will be targeted to businesses with less than 300 employees.
- Companies proposing IWT training select the training provider best suited to their needs. Training providers selected may be public or private professional trainers, equipment vendors, subject matter experts or other appropriate trainers. A list of approved training providers for the IWT programs is not maintained by the NWGA Workforce Development Board or NWGRC.
- Companies with multiple locations in the Northwest Georgia area who desire IWT training may submit separate applications for each location but each location's funding will be added together to determine whether the company as a whole is within the \$50,000 maximum limit.
- Training effectiveness will be determined at a minimum by successful completion of the IWT curriculum. Other factors including, but not limited to, trainees' employment 6 months after completing training, pre- and post-training wages and benefits and employer viability may also be considered.
- Proposed training will be approved in the application process. It cannot include training the employer already provides to its employees. Training can include, but is not limited to
 - ✓ industry or company-specific work skills,
 - ✓ Basic job skills,
 - ✓ Technical computer skills,
 - ✓ New manufacturing technologies,
 - ✓ Equipment operation training,
 - ✓ Changes in production processes,
 - ✓ Supervisory skills, such as leadership, teamwork, communication, conflict resolution, and management skills if the employer can document the need and effect of the training.
- IW training may be proposed by an individual employer or a collaborative group of employers who need similar training. The collaborative group will designate a Lead Applicant/Employer and percentage match for each will be determined in the application process.
- Up to 20% of the combined total allocation for Adult and Dislocated Workers may be used for Incumbent Worker Training.