

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-12: Policy on Incumbent Worker Training

Effective date: July 1, 2015
(Original effective date: July 1, 2013)

SUBJECT: Policy on Incumbent Worker Training

PURPOSE AND REFERENCE:

This policy defines the several criteria that determine the eligibility of employers and of their incumbent workers for a WIOA-funded training program. The three relevant documents are these: DOL's ETA TEGL 30-09, June 8, 2010; the Incumbent Worker Policy of the Ventura WIB (adopted June 21, 2012); and EDD's Directive WSD 13-8, January 8, 2014: WIA Statewide Waivers and State Plan 2013-2014.

POLICY:

Use of Local Funds for Incumbent Worker Training

- Local areas may use up to 10% of their adult funds and up to 10% of their dislocated worker funds for IWT only as part of a layoff aversion strategy.
- Local areas may use up to 20% of Rapid Response funds for IWT only as part of a layoff aversion strategy.
- In all cases, training is restricted to activities undertaken for skill attainment.

Definition

A layoff aversion strategy will involve one or more of the following conditions:

- Preventing loss of jobs
- Lowering employee turnover
- Increasing the viability and effectiveness (productivity) of the business
- Enhancing the competitiveness of the business
- Avoiding business relocation or consolidation that may result in loss of local jobs

Priority

A business will meet one or more of the following priorities:

- Targeting WDB priority sectors or industries, especially those that are high-growth/high-value
- Providing training that meets WIOA expenditure requirements
- Meeting WIOA Common Measures requirement for a training certificate/credential
- Providing employee training for an industry-recognized certificate/credential

Identification of Employers with the Potential for Layoffs

Potential employers will meet one or more of the following criteria:

- Referred by local city or county economic development agencies, chambers of commerce, labor organizations, small business development agencies, or other entities
- Identified as a rapidly changing industry through the use of labor market reports, regional industry sector studies, academic studies, or other credible sources of information
- Subject to new or changing regulations that require a change in technology, software, waste reduction, energy conservation, *etc.*
- Subject to changing skill requirements as a result of external or market forces, significant changes in operating processes, rapidly changing industry or occupational job requirements or emergence of new products
- Be a for-profit, non-profit, private, or public entity, per governing WIOA regulations
- Be located in Ventura County; training to take place in Ventura County

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Identification of Workers in Need of Training

Potential trainees will meet all the following criteria:

- WIOA-eligible as adults or dislocated workers
- New hires or incumbent workers
- Full-time, permanent employees as defined by the industry
- All trainees to be retained in employment for at least 6 weeks after successful training

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.