

INCUMBENT WORKER TRAINING POLICY

EDD Revision Date: n/a
WIB Review Date: 4/23/09

EXECUTIVE SUMMARY

PURPOSE:

This document establishes the Madera County Workforce Investment Board's policy on Incumbent Worker Training.

REFERENCES:

- EDD Directive WSD07-8
- WIA Section 134(a)(3)(A)(iv)
- 29 CFR 667.130

POLICY:

The Workforce Investment Act, the implementing regulations, and subsequent DOL guidance and waivers, allow local Workforce Investment Areas to request approval for expenditure of a percentage of their local Adult and Dislocated Worker funds to provide training to incumbent workers. Training to incumbent workers may be provided using up to the maximum currently allowed percentage of formula funds in accordance with State guidance and/or DOL waivers to meet the needs of Madera County employers with incumbent workers in need of training. These individuals do not necessarily have to meet the eligibility criteria for dislocated workers contained in Section 101(9) of the Workforce Investment Act, nor do they have to meet the criteria for employed adults and dislocated workers contained in WIA Section 134(d)(4)(A).

Incumbent worker training is intended to assist Madera County employers with the development of a highly skilled workforce and the provision of such training should result in:

1. enhancing the skills of current employees to allow them to retain employment during periods of significant technological or procedural changes in the employing organization, or;
2. upgrading the skills of current employees to assist them in qualifying for promotional opportunities, or
3. allow the business to avert potential layoffs by improving the skills of their current workforce.

All requests for incumbent worker training must be submitted by the employer requesting the training and must include justification for the training need and substantiation that at least one

of the above-listed criteria will be met through the provision of the training. Requests from employers will be submitted to the Executive Director or designee in a standardized format developed for that purpose.