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Local Policy 07-2016

Approved: October 25, 2016

Effective: October 25, 2016

Subject: Incumbent Worker Training Program

1. Purpose: This policy is written to provide direction to the program operators with regard to allowable funding expenditures for work based training and establishes requirements to prevent duplication of training funds.
2. Background: Incumbent Worker Training is a work based training strategy that ensures employees of a company are able to gain the skills necessary to retain employment. The local board must establish a policy and definitions to determine which workers, or groups of workers, and which employers are eligible for incumbent worker services.
3. Substance:
 - Characteristics of the participants in the program
 - i. An incumbent worker does not have to meet the eligibility requirements for career and training services for Adults or Dislocated Workers.
 - ii. An eligible incumbent worker is an employee working a minimum of an average of 32 hours per week employed at the respective employer for more than six consecutive months.
 - Relationship of the training to the competitiveness of a participant
 - i. Training must assist workers in obtaining skills necessary to either retain employment or avert layoff.
 - ii. Documentation of increased skills must be obtained, such as an industry-recognized credential, or a promotion, that correlates to the job and employer.
 - Relationship of the training to the competitiveness of an employer
 - i. Employer must not be eligible for, or participating in, the State's Missouri works Training.
 - ii. Employers must be established businesses in growth industries.
 - iii. Documentation must demonstrate what has changed within the industry that requires training to stay competitive or avert layoff.
 - iv. Employers cannot be family owned and operated.
 - The number of employees trained
 - i. There is no minimum or maximum on the number of employees trained in a program year.
 - Wages and benefits
 - i. A wage increase or access to company-provided benefits including healthcare for the participant within 60 days of the successful completion of training.

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[South Central Workforce Investment Board](#) is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

- In-kind matching resources
 - i. At a minimum, employers are required to provide a cash and/or in-kind contribution equal to 50% of the grant amount.
 - Collective Bargaining
 - i. Union concurrence with the training service is required if the employer is covered by a collective bargaining agreement.
 - Reporting
 - i. Reporting on employee and employer performance is required.

 - Application
 - i. Employers must complete and submit an Incumbent Worker Training Application to Program Operator for approval.
 - ii. All employer applications must be reviewed by the WIB Executive Director prior to approval for training funds.
4. Action: This policy is effective October 25, 2016. Please distribute to appropriate individuals.
 5. Contact: Please direct comments or questions regarding this policy to Valarie Haring, Compliance Manager at 417-257-2630 or email vharing@scwib.org.
 6. Reference: Workforce Innovation and Opportunity Act of 2015, Department of Labor Final Rules, DWD Issuance 25-2015, RSMo 620.809.4.
 7. Recessions: None
 8. Attachments: Incumbent Worker Training Application

Garland Barton, Chair