

For more information, please contact
WIB-KC Business Services Representative

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Region III Workforce Investment Board of
Kanawha County, Inc.

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Region III Workforce Investment Board of
Kanawha County, Inc.

Employer Services

Handbook



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Auxiliary aids and services are available upon request to individuals with disabilities.
An Equal Opportunity Program/Employer

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Employer Assurances & Certifications

- Follow all appropriate state and federal tax requirements (WC, UI, etc.).
- Comply with the regulations defined in the Fair Labor Standards Act, as well as any other pertinent federal, state, and local employment laws.
- Comply with 34 CFR Part 85 Government-Wide Debarment and Suspension (Non-Procurement)
- Comply with 20 CFR 683.270 Collective Bargaining
- Adhere to all regulations relating to anti-discrimination and equal opportunity, WIOA Section 188
- Adhere to provisions related to the avoidance of sexual harassment.
- Provide a drug-free workplace
- Ensure the safety for all parties involved, as it relates to the work activities and the overall work experience opportunity.
- Program participants (“employees”) in a business services program should not unfavorably impact current employees from employment opportunities.
- Program participants (“employees”) must not be employed to carry out the construction, operation, or maintenance of any part of a facility that is intended for sectarian instruction or as a place for religious worship.

Instructions for Reimbursement

Reimbursements for employer services programs will be processed by WIB-KC on a bi-monthly basis. WIB-KC will reimburse wages, not including lunches, holidays, birthdays, overtime vacation and/or sick leave.

For OJT's and Transitional Jobs:

- Attendance must be submitted with paystubs.

If timesheets are submitted, they must be signed by both the employer and employee.

For Incumbent Worker Training ("IWT"):

- Submit an invoice itemizing training costs for employees covered under the IWT program.
- Submit copies of any credentials, certificates or skill gains of completion upon completion of training.

Questions or concerns related to reimbursement, please contact the WIB-KC office at:

304-344-5760

Welcome to Employer Services

*The Region III Workforce Investment Board
of Kanawha County
welcomes you to our
Employer Services programs!*

About us:

The Region III Workforce Investment Board of Kanawha County (WIB-KC) is a private, non-profit organization that is charged with creating a workforce development system that meets the current and future needs of the business community as well as those individuals seeking employment.

Programs and services are provided through funding available through the Workforce Innovation and Opportunity Act (WIOA) which provides services to adults, dislocated workers, youth and business.

To learn more about WIOA, please visit

<https://www.doleta.gov/wioa>

What are Employer Services?

Hiring, training, and maintaining a sustainable workforce to meet the needs of employers is a key role of WIB-KC.

Employers can benefit from the following services:

- *On-the-Job Training*
- *Transitional Jobs*
- *Incumbent Worker Training*

The following additional services are provided by WorkForce WV:

Rapid Response – Rapid Response is a service provided by WorkForce WV and several partner agencies, including WIB-KC, when a dislocation occurs. The Rapid Response team plans and delivers information and services to enable dislocated workers to transition to new employment as quickly as possible.

Free Fidelity Bonding Program – In West Virginia, the Federal Bonding Program is a joint effort between WorkForce WV and the U.S. Department of Labor. Fidelity bonds are free of charge for any employee or employer. They can be used for any job, any employer and by any job seeker, if there are any barriers to employment present. To learn more about the Free Fidelity Bonding program: www.bonds4jobs.com or contact your local American Job Center.

For more information regarding Rapid Response, Bonding, and other programs/services, please contact your local WorkForce WV Office.

1321 Plaza East
Charleston, WV 25301
304-558-0342

Roles & Responsibilities

Employer Roles:

- Provide a safe, structured work environment with adequate supervision
- Collaborate with WIB-KC to develop contracts, training plans, and modifications, as needed
- Maintain time and attendance records
- Submit invoices for reimbursement bi-monthly
- Allow WIB-KC, and other entities as necessary, to monitor all contracts
- Conduct employee evaluations
- Submit copies of credentials earned through an employer services program
- Report any problems or concerns immediately to WIB-KC Business Services Representative

WIB-KC Roles:

- Provide guidance and support throughout the employer services program
- Monitor progress of contracts
- Complete company evaluations
- Reimburse invoices on a bi-monthly basis
- Strive to resolve issues in a timely manner
- Supply eligible, qualified job candidates

Incumbent Worker Training

What is “Incumbent Worker Training”?

This program is designed to meet the special requirements of an employer to retain a skilled workforce, assist in business expansion, or avert layoffs.

Benefits of Incumbent Worker Training:

- Employers:
 - WIB-KC will reimburse a portion of the costs of training, dependent upon the size of the employer (*# of Employees)
 - Potentially avert layoffs
 - Allows for continued expansion and growth

- Employees:
 - Become more competitive in their skills, by earning a skills upgrade and/or earning a new credential, thereby increasing the competitiveness of the employer

*# of Employees	Employer Share of Cost	WIB-KC Share of Cost
1 to 50	10%	90%
51 to 100	25%	75%
101 +	50%	50%

Getting Started

Is my business eligible?

- Be an employer in Kanawha County;
- Be in business for at least 6 months;
- Be in good standing with WV Secretary of State;
- Be in good standing with applicable Federal and State taxes;
- Carry Workers’ Compensation Insurance;
- Not have layoffs within the past 6 months in the position(s) for which assistance is requested

How do I become a WIB-KC Certified Employer?

1. Contact our Business Services Representative:

Nick Nunnery
nnunnery@region3wibkc.org
304-344-5760

2. Complete the Employer Certification Application found at:
www.region3wibkc.org

3. Submit the following required documentation with your Application:
 - Copy of current business license
 - WV Secretary of State’s letter of good standing
 - WV Workers’ Compensation coverage verification
 - Job Descriptions of the position(s)
 - Submit a job order with WorkForce WV

On-the-Job Training

What is “On-the-Job Training”?

Similar to a “learn and earn” program, participants are hired by employers and trained to acquire new skills while also earning wages and benefits as a full-time employee.

Benefits of On-the-Job Training (“OJT”):

- Employers:
 - *50% Net wage reimbursement
 - Reduction in training costs
 - Employer-designed training
- Employees:
 - Provided a “earn as you learn” opportunity in a hands-on environment
 - Acquiring job and career advancement skills
 - Opportunity for long-term employment

Employees in the “OJT” program must meet the WIOA eligibility criteria as certified by a WIOA Career Planner.

*Employers will be reimbursed 50% of the employees’ wages until one (1) of the following conditions is met:

- Maximum of \$10,000.00 wage reimbursement
- 1,040 hours
- 6 months of employment

Transitional Jobs

What are “Transitional Jobs”?

For employers providing temporary employment or a work experience for individuals with barriers to employment, we will pay 100% of the net wages earned for up to 16 weeks.

Employees working under Transitional Jobs are required to complete a minimum of 5 hours of “career readiness” training, provided by WIB-KC, to refresh their career readiness skills before they participate in the program.

Employees may also receive supportive services, based upon need, provided by the WIB-KC as funding allows, to provide basic supports to assist individuals in being successful in their return to employment:

- Transportation assistance,
- Child care assistance,
- Needs-related payments, and
- Other

Benefits of Transitional Jobs:

- Employers:
 - 100% wage reimbursement for up to 16 weeks
- Employees:
 - Career readiness (communication, teamwork, social interactions, etc.), refresh and establishing or reestablishing a solid work history