



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

INCUMBENT WORKER TRAINING POLICY

EDD Revision Date: N/A

WDB Review Date: 4/23/09; 12/17/15; 12/15/16; 11/9/17

EXECUTIVE SUMMARY

PURPOSE:

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

REFERENCES:

- WIOA Section 134(d)(4)
- 20 CFR 680.780-820

POLICY:

The Workforce Innovation and Opportunity Act (WIOA) and the proposed implementing regulations allow Local Workforce Development Areas to reserve up to 20% of their combined 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 to meet the needs of Madera County employers with incumbent workers in need of training. To be eligible as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and must have an established employment history with the employer for six months or more. The training must increase the competitiveness of the employee or the employer. An incumbent worker does not necessarily have to meet the income or priority group requirements for career and training services for adults and dislocated workers under the WIOA.

Incumbent worker training, for the purposes of WIOA Section 134(d)(4)(B), is training that:

- Is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment; and
- Is conducted with a commitment by the employer(s) to retain or avert the layoffs of the incumbent worker(s) trained.

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 the above criteria will be met through the provision of the training. Requests from employers will be

submitted to the Executive Director or designee using the established Incumbent Worker Training Request form. The maximum allowable amount for each Incumbent Worker Training Agreement is \$2500. The maximum may be exceeded on a case by case basis, if adequate justification for the increased cost is provided by the requesting employer, as determined by the Executive Director.

Employers participating in the incumbent worker training program will be required to pay for the non-Federal share of the cost of providing the training to incumbent workers. The non-Federal share will not be less than:

- 10 percent of the cost for employers with not more than 50 employees
- 25 percent of the cost for employers with 51 to 100 employees
- 50 percent of the cost for employers with 101 or more employees.

The non-Federal share provided by an employer participating in the incumbent worker training program may include the amount of the wages paid by the employer to a worker while the worker is attending the training program. The employer may provide their share of the training costs in cash or in-kind, fairly evaluated.

Employers who are awarded incumbent worker training funds by the Workforce Development Board of Madera County will submit a report to the Board following the completion of the training program that outlines the results of the training, including at minimum:

- Number of individuals successfully trained
- Number of lay-offs averted
- Number of trained employees retained in employment
- Percentage of wage increases for trained individuals
- Anticipated promotional opportunities for trained individuals.

The report shall be submitted to the Executive Director or designee no later than 30 days following the completion of the training program.

INQUIRIES:

If you have questions, please contact the Executive Director or designee at (559) 662-4500.