

**Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
2620 Riverfront Center
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Customized Training for Employed Workers Policy

BY-2015-22

The Workforce Solutions Center operates a federally subsidized Customized Training Program:

- That is designed to meet the special requirements of an employer (including a group of employers) and relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board;
- That is conducted with a commitment by the employer to continue to employ an individual on successful completion [1] of the training; and
- For which the employer pays for not less than 50% of the training costs [2] remaining after any other funding sources have been used.

| Upgrading to a New Position | Staff Development, no Upgrade |
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| <ul style="list-style-type: none"> • The trainee OR the business must reside in Fulton, Montgomery or Schoharie County | <ul style="list-style-type: none"> • The trainee OR the business must reside in Fulton, Montgomery or Schoharie County |
| <ul style="list-style-type: none"> • The trainee is not earning a self-sufficient wage; as defined in the FMS Policy for Self-Sufficiency | <ul style="list-style-type: none"> • The trainee is not earning a self-sufficient wage; as defined in the FMS Policy for Self-Sufficiency |
| <ul style="list-style-type: none"> • The employer offers full-time, year round employment (minimum 30 hours per week and no more than 8 weeks of layoff per year) and some kind of fringe benefit | <ul style="list-style-type: none"> • The employer offers full-time, year round employment (minimum 30 hours per week and no more than 8 weeks of layoff per year) and some kind of fringe benefit |
| <ul style="list-style-type: none"> • Training time must not exceed 26 weeks | <ul style="list-style-type: none"> • Training time must not exceed 26 weeks |
| <ul style="list-style-type: none"> • Priority given to companies that have not used this funding source within prior 12 months | <ul style="list-style-type: none"> • Priority given to companies that have not used this funding source within the prior 12 months |
| <ul style="list-style-type: none"> • Starting wage after training must be an increase over the previous wage of at least \$1/hr or 5%, whichever is higher | |
| <ul style="list-style-type: none"> • Maximum reimbursement per position, \$3,000. | <ul style="list-style-type: none"> • Maximum reimbursement per project, \$1,000. |

The WDB Executive Director can grant an exception to the above policies on a case-by-case basis if it meets the additional needs of the customer. Each exception must be approved in writing and kept in the customer's file.

JUSTIFICATION FOR ALL TRAINING MUST BE CLEARLY DOCUMENTED IN THE CUSTOMER'S INDIVIDUAL SERVICE STRATEGY.

PY2002-06 Adopted 07/17/02 - BY-2006-08 Revised/Approved 10/4/06
 BY-2007-09 Revised /Approved 9/5/07 - BY-2007-13 Revised /Approved 12/5/07
 BY-2008-09 Revised/Approved 7/9/08 - BY-2009-05 Revised/Approved 7/8/09
 BY-2009-23 Revised - Approved 5/5/10
 BY-2015-22 Revised/Approved 5/4/16

[1] Successful completion may be defined per contract and include items such as "upon successful completion of training and meeting all employment requirements".

[2] Cost of the training may include cost of the instruction, instructor, curriculum development, training materials, books, wages, and travel expenses. The purchase of equipment, administration and the renovation of facilities are **not** allowable costs.