DEAR HAMPTON ROADS BUSINESS LEADER:

On behalf of the Hampton Roads Workforce Council, we are pleased to share our Business Services Guide. This Guide has been specifically designed to orient you to our services that can help enhance your business's operations and profitability. The information enclosed outlines the multitude of services available to your business through our Virginia Career Works Centers as you work to recruit, hire, and retain an exceptional workforce. As a public service, all of these programs are provided without charge, except where company cost-sharing is mandated.

The Hampton Roads Workforce Council and Virginia Career Works Hampton Roads Region represent more than 22,000 businesses and more than 1.2 million residents within all localities of the Hampton Roads region. As the Regional Convener of Workforce Development in Hampton Roads, we are committed to working with our business, education, and community partners to provide services aimed at strengthening the workforce and improving economic growth.

We look forward to serving as a valuable resource for your business success and welcome your active participation as we continue developing a highly-skilled workforce in Hampton Roads.

For more information on the Hampton Roads Workforce Council and Virginia Career Works Hampton Roads, please visit www.theworkforcecouncil.org

Sincerely,
Shawn Avery, President & CEO

SERVICES PROVIDED TO EMPLOYERS

- Recruitment &Placement
- Customized Occupational Skills Training
- On-the-Job Training Subsidies
- Rapid Response Services
- Incumbent Worker Training
- Federal Bonding Information
- Employer/IndustrySpecific Hiring Events
- Labor Market Information (LMI) & Workforce Planning
- Post Job Openings
- On-site Space for Employer Interviews
- Industrial and Organizational Needs Assessments

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ON-THE-JOB TRAINING SUBSIDIES FOR NEWLY-HIRED EMPLOYEES

Wage subsidies support Hampton Roads employers in hiring and training local workers.

Employers can substantially lower their training cost for newly-hired employees by taking advantage of On-the-Job Training (OJT) wage subsidies. These wage subsidies can be used in anumber of regional industry clusters and can support up to 50% of a new worker's wages for up to six (6) months depending on the training requirements.

THE BENEFITS OF USING OJT SUBSIDIES INCLUDE:

- New employees earn wages while they learn new skills
- Employers substantially lower their new employee training costs
- Reimbursement for wages is timely, based on a pre-approved OJT agreement
- Employers train employees "their way" to assure maximum performance

After the OJT subsidy period, it is expected that employers will retain workers in permanent employment. New employees must qualify for OJT subsidy services prior to accepting and beginning employment. A Virginia Career Works representative can assist you with candidates' eligibility for OJT subsidies and the training contract approval process.

BASIC CONTRACT GUIDELINES

OJT Agreements may be entered into when:

1.The employer has been in business for at least twelve (12) consecutive months immediately prior to the Agreement effective date, has at least two (2) employees, has all required licenses, certifications, insurances, etc. The employer is not presently debarred or proposed for debarment from doing business with federal, state, or local government. OJT Agreements may be entered into with otherwise eligible public, non-profit, or private sector employers.

2.The employer successfully completes a documented Pre-Agreement Review Summary which will be incorporated into the OJT Agreement. Also, the results of a staff conducted general internet/social media search of the employer do not present any issues or other reasons to support not entering into an OJT Agreement.

3.The training provided is in the region's target industries and/or occupations and the skills are transferable to similar jobs with other employers, unless otherwise authorized by HRWC.

4.The possibility for promotional opportunities exists within the employer's business and there are identified, structured career paths with income and skill advancement and/or professional development.

5.The employer offers paid benefits, including healthcare benefits, unless otherwise authorized by HRWC. Employers must maintain workers' compensation insurance and provide current documentation of such from the carrier as part of the Pre-Agreement Review Process.

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BASIC CONTRACT GUIDELINES (CONT.)

6.The employer has the physical plant, supply/material, technological, and staff resources required to provide OJT and agrees to retain the participant/employee as a full-time, non-temporary employee upon the successful completion of training.

7.The employer demonstrates a pattern of providing employees with continued long-term employment with wages, benefits, and working conditions equal to those provided to a similarly situated employee(s).

8.The employer will not use an OJT participant/employee to displace any regular employee, or to replace any employee on layoff.

9.The employer has not relocated from any location within the United States within one hundred and twenty (120) days, where the relocation resulted in any employee losing their job at the original location.

10.The HRWC OJT Program is intended to provide funding to eligible employers for new employee hires. Current employees in need of upskill training and/or training in order to avoid a layoff from employment may possibly be funded to receive occupational skills training in accordance with the HRWC Incumbent Worker Training (IWT) Policy.

11.Assigned HRWC Business Services Staff will develop OJT opportunities with eligible employers and provide a completed OJT Agreement and attendant OJT Pre-Award Review Summary to the HRWC Senior Director of Operations for review and approval prior to the execution of the OJT Agreement. These must be sent with at least five (5) days' notice of start. Any questions regarding the allowability of a possible OJT Agreement should be brought to the attention of the HRWC Senior Director of Operations for resolution prior to the development of any documents. HRWC management staff will facilitate obtaining the signature of the HRWC President and CEO on the OJT Agreement and will keep the HRWC Senior Director of Operations informed, accordingly.

12. Active OJT Agreements will be monitored for compliance with the Agreement throughout the performance period by HRWC Business Services Staff in order to ensure that OJT participants receive adequate training that will result in employment retention.

13.Employer retention rates will be evaluated after four (4) individuals have been enrolled in Onthe-Job Training (OJT). To remain eligible for additional OJT enrollments, the employer must maintain a minimum retention rate of 75%, unless other approved by the Hampton Roads Workforce Council.

For additional information on OJT subsidies, please contact:
Deborah Bailey at 757.629.4695 or at dbailey@theworkforcecouncil.org.

CUSTOMIZED OCCUPATIONAL SKILLS TRAINING FOR NEW HIRES

Virginia Career Works Hampton Roads Region can arrange for customized training of new employees hired through its centers. If an employer agrees to hire an eligible job seeker, the center may pay for a portion of the approved cost of occupational skills training on behalf of the employer.

TYPES OF TRAINING PROVIDED

Customized training differs from On-the-Job Training (OJT) in that it is generally delivered in a classroom setting before or after normal work hours by a third party training provider.

Training may also occur prior to the official start date of the new employee.

Customized training must be requested, approved, and arranged prior to the start of employment.

Our training is tailored to meet the specific hiring needs and job requirements for each employer.

TRAINING PROVIDERS

The Virginia Career Works staff can assist an employer with selecting an appropriate training provider. The employer contracts with qualified training providers that include the public school system, community colleges, four year institutions and a host of private trainers who provide specialized training in a number of areas. The Hampton Roads Workforce Council reimburses the employer for a portion of the training cost. Spending caps do exist and your Virginia Career Works Center representative can provide you with additional information.

TRAINING HIGHLIGHTS

- Reduced cost of training to provide new or enhanced skills to eligible new employees.
- Increases the new employee's job performance and satisfaction.
- Employers select a qualified training provider of their choice.
- Choose from a wide range of training that matches an employer's hiring needs.

BASIC CONTRACT GUIDELINES

- The employer will enter into a contract with the Hampton Roads Workforce Council that will include a description of the training to be provided, identification of the training provider, performance expectations, period of performance, authorized funding amount, payment requirements, and the number of participants to be trained. Training is expected to be completed within six (6) months, unless otherwise authorized by the Workforce Council.

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BASIC CONTRACT GUIDELINES (CONT.)

•The Hampton RoadsWorkforce Council will provide reimbursement to the employer for up to 50% of the authorized training costs per each participant, up to a total amount of $5,000 per participant, based on the actual training costs, with acceptable payment documentation. The maximum amount of funds for each authorized participant and the overall maximum funds reflective of the total number of authorized participants will be stipulated in the contract.

•The Hampton Roads Workforce Council must determine and certify the eligibility for participants to be trained under the contract prior to the commencement of any training services, for which reimbursement from the Workforce Council will be requested. The Hampton Roads Workforce Council will communicate the names of authorized participants to the employer, accordingly.

EMPLOYER REQUIREMENTS

•The employer has been in business for at least twelve (12) consecutive months immediately prior to contract; has at least two (2)employees, has all required licenses, certifications, insurances; and successfully completes the Customized Training Contract.

PRE-AWARD REVIEW PROCESS

•The training provided is in the region's target industries and/or occupations and the skills are transferable to similar jobs with other employers, unless otherwise authorized by the Hampton Roads Workforce Council.

•The possibility for promotion opportunity exists within the employer' s business and there are identified, structured career paths with income and skill advancement and/or professional development.

•The employer offers paid employee benefits, including healthcare insurance.

•The employer will not use funding to displace a regular employee or replace a laid off employee.

•The employer has not relocated from any location within the United States within one hundred and twenty (120) days, where the relocation resulted in any employee losing their job at the original location.

•The employer has identified a third party training provider for the delivery of Customized Training.

•The employer agrees to hire participants that are not current employees who successfully complete Customized Training.

•Positions authorized for Customized Training must be full-time, non-temporary, and pay at least $15.50 per hour, unless agreed to by the Hampton Roads Workforce Council.

For additional information on Customized Training, please contact:
Deborah Bailey at 757.629.4695 or at dbailey@theworkforcecouncil.org.

VIRGINIA FEDERAL BONDING PROGRAM FOR EMPLOYERS

The Virginia Federal Bonding Program (FBP) provides individual fidelity bonds to employers for job applicants who may be denied coverage by commercial carriers because of a record of arrest, conviction, or imprisonment.

Each bond is for $5,000 of coverage for a six-month period beginning the first day of employment. FBP coverage is provided at no cost to the employer or job applicant for the first six months. Self-employed individuals do not qualify. If a bond continues to remain a condition of employment after the first six-month period, employers may request a renewal for an additional six months at their own expense. Only one renewal per bond is allowed. After the renewal, the employer may purchase the bond through the contracted insurance company at current commercial rates.

The benefits of the Virginia Federal Bonding Program for employers include:

- Bond coverage is provided at no cost to the employer for the first six months.
- Coverage is effective the first day of employment.
- The employer gets a skilled worker without the risk of potential theft or dishonesty.
- There are no documents to sign or paperwork to complete.
- The bond has no deductible and reimburses the employer for any loss due to theft, forgery, larceny, and embezzlement within the specified six-month period.

To receive a federal bond, the employer must provide a firm job offer with a start date of employment. The job must be full-time, steady work with a reasonable expectation of permanence. Either the employer or the job seeker may request the issuance of a bond. The request should be made to your local Virginia Career Works Center. A staff person will complete and transmit your application for a bond.

For additional information on the Virginia Federal Bonding Program, please contact:
Deborah Bailey at 757.629.4695 or at dbailey@theworkforcecouncil.org.

INCUMBENT WORKER TRAINING POLICY

IMPLEMENTATION OF AN INCUMBENT WORKER TRAINING POLICY (IWT)

It shall be the policy of the Hampton Roads Workforce Council to benefit regional businesses and industries by assisting in skills development of existing employees, in order to equip them with new, higher level skills that are beneficial to the employer and needed for their continued employment, improvement of their existing skills with new job requirements, or access to new career opportunities within the employer's business. IWT is an important business services initiative that is designed to benefit business and industry by assisting with existing employees' skill development and by increasing employee productivity and company growth.

INCUMBENT WORKER POSITIONS

Positions in which Incumbent Workers will be placed or retained upon the successful completion of training must be full-time, non-temporary, at an hourly wage of at least $16.00 per hour and provide full company benefits including healthcare, unless otherwise authorized by the Hampton Roads Workforce Council Incumbent workers trained under this Policy may not displace any other regular worker .

EMPLOYER ELIGIBILITY

The following eligibility requirements for Employers must be verified and documented:

1. Has operated in the Commonwealth of Virginia during the twelve (12} month period prior to the application date for funding, with at least two (2) full-time, non-temporary employees, has all required licenses, certifications, insurances, etc.; and,
2. Current on all Virginia tax obligations, including all applicable county, city, and local taxes; and,
3. Proposed training is for employees based within the Commonwealth of Virginia and there is a positive relationship of the proposed training to the competitiveness of the employee and employer; and,
4. Engaged in a high demand/growth industry sector, as determined by HRWC Labor Market Information (LMI) and have a demonstrated linkage to such; and,
5. Completion and acceptance by HRWC of an IWT Employer Application/Pre-Award Review Form and Proposed Training Program Application, as prerequisites for the funding of training services. In addition, the results of a staff conducted general internet/social media search of the employer do not provide any issues or other reasons to support not entering into an IWT Contract.
6. Execution of a contract between the employer and training provider of the training services for which reimbursement will be requested by the employer.
7. Employers who wish to engage in an IWT agreement with the HRWC must be an active business supporting HRWC's On-the-Job Training (OJT) program, either currently or within the last 24 months.

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ELIGIBLE WORKERS MUST BE:

•Current employees at least 18years old, a U.S. citizen, or non-U.S. citizen eligible to work in the United States, compliant with the Military Selective Service Act, if applicable.

•Currently employed with participating employer in a non-temporary position and have worked six (6) consecutive months or more; meet Fair Labor Standards Act requirements for an employer-employee relationship; and be identified by the employer as being at risk of layoff or in need of training to support continued employment, promotion, and success in their employment with the company, as assessed by the employer.

•Working at a facility located in the Commonwealth of Virginia

TYPES OF TRAINING INCLUDE, BUT ARE NOT LIMITED TO:

•Occupational Skills ClassroomTraining
•Skill Upgrading and Retraining •Customized Training

All training should result in the receipt of a recognized training credential for the employee upon successful completion of training.

TRAINING DURATION/HAMPTON ROADS WORKFORCE COUNCIL CONTRIBUTION

Participatingbusinessesmustprovideaminimum ofa 50% matchingcontributiontothe Incumbent Worker Training Project. These match funds may include in-kind services.

For more information, please contact:
Deborah Bailey at 757.629.4695 or at dbailey@theworkforcecouncil.org.

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RAPID RESPONSE SERVICES FOR EMPLOYERS

The Hampton Roads Virginia Career Works Centers Region, in cooperation with, and through the Virginia Community College System (VCCS), frequently assist with Rapid Response Services available through the State and delivered at the local level.

Rapid Response Services are available in layoffs that involve 25 or more workers, and plant closings or mass layoffs that affect fewer than 25 employees but occur in a business or industry that forms the economic base of a small community (population 50,000 or less). Workers affected by layoffs of under 25 individuals, who do not receive Rapid Response Services through the State, may access Workforce Innovation and Opportunity Act (WIOA) services directly through their local Workforce Development Board (WDB).

Virginia Career Works Centers provide onsite Rapid Response Services to employers and affected workers.

Services are designed to help employers manage the multiple priorities created by a layoff at no cost. The sooner workers start to manage the job transition, the better the outcome for themselves and the employer. Studies show that change can be smoother once workers know that people are concerned about their transition.

RAPID RESPONSE SERVICES CAN HELP EMPLOYERS:

- Better manage human resource needs, unemployment insurance costs, and workers' compensation insurance costs during the transition
- Assist affected employees' return to work and maintain their standard of living
- Demonstrate good corporate citizenship in the community

A Rapid Response Team has been established by the VCCS to provide employment transition information to dislocated workers covered by the Worker Adjustment and Retraining Notification Act (WARN). The information identifies resources and services available for career planning, classroom training opportunities, financial guidance, job placement assistance, unemployment benefits, and more.

For additional information on Rapid Response Services, please contact:
Curtis Wray at (757) 865-4840 or at curtis.wray@virginiaworks.gov.

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EMPLOYEE RECRUITMENT, PRE-SCREENING, AND REFERRAL ASSISTANCE

Our onsite recruitment service has been used by numerous employers. This service allows participating employers to use Virginia Career Works Centers to interview potential job candidates. It is especially effective when an employer is hiring large numbers for entry-level positions.

Virginia Career Works Centers are conveniently located in Norfolk, Suffolk, Franklin, Portsmouth, Hampton, and Williamsburg to attract job seekers from all geographic areas of the region.

A sample of employers who have recently used Virginia Career Works facilities for onsite recruitment includes:

Employers utilize Virginia Career Works Centers for hiring events.

- Hampton Roads Transit
- Hampton Roads Connector Partners
- Smithfield Foods, Inc.
- Stihl
- Amazon
- Bon Secours
- Prism Maritime
- Oceaneering
- IMS Gear
- Glotech
- Segin Systems
- 360IT
- Newport News Shipyard
- Waco, Inc.
- Bay Electric
- Damuth Services, Inc.
- VersAbility Resources

Virginia Career Works Centers are open Monday through Friday with the ability to accommodate a flexible schedule for employers wishing to use this service.

THE BENEFITS OF USING VIRGINIA CAREER WORKS CENTERS FOR HIRING INCLUDE:

- Referrals of prescreened job candidates
- Access to online job applications and assessments using our computers
- A comfortable and neutral environment to meet and interview job seekers who are generally available for work immediately.
- The ability to personalize your hiring efforts and lower the cost of extended hiring campaigns.
- Facilitation of employer specific hiring events

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Employers may rely on the Virginia Career Works staff to refer job seekers or may also post advertisements directing job seekers from the general public to our centers on a specified date and time. This approach has been especially valuable to employers opening new business locations and hiring large numbers of new employees.

Whether your hiring needs are ongoing or seasonal in nature, our onsite recruitment service is very popular with many employers and has proven to be an effective way to hire the right people for the job in a timely and cost-effective manner.

If space permits, multiple employers may use a Virginia Career Works facility on the same day — creating a high-energy job fair environment.

For additional information on Recruiting Assistance, please contact:
Deborah Bailey at 757.629.4695 or at dbailey@theworkforcecouncil.org.