

Incumbent Worker Policy PY 2013

For PY 2012 the MWA will utilize the application process to solicit incumbent worker training. The MWA utilizes a Business Solutions Professional (BSP) approach in all of our business engagements. The BSP process encourages the business owner/owners to engage in a cooperative partnership that helps identify potential obstacles and challenges before they escalate and cause irreparable damage. Part of the solution is to proactively identify areas of opportunity that can assist the company in averting layoffs including employee training.

The MWA utilizes a multitude of processes to identify potential companies that are declining and are at risk of layoffs. These processes are both formal and informal. Management regularly monitors economic indicators locally, regionally, statewide, and nationally.

Part of MWA's requirement is to share the details of the Incumbent Worker program with local economic development agencies in order to assist them with addressing the training needs of businesses they represent.

Incumbent worker programs shall be targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs, or are experiencing a skills gap that impacts their ability to compete, retain workers, and expand.

Training can be provided through Michigan's public or private educational institutions, private training organizations, trainers employed by vendors or employers, or a combination of training providers. Training can be conducted at the business's own facility, at the training provider's facility or at a combination of sites. Training is to be occupation-specific and may be instructor led, computer-delivered, and/or on-the-job training.

Eligible applicants include employers in the six counties, training providers willing to train incumbent workers in the six counties, or entities capable of coordinating training for employers. Contractors must be willing to enter into a mutually beneficial partnership with this MWA and educational institutions in a collaborative effort to upgrade skill levels that lead to increased productivity, an improved labor market, and economic advancement.

Contractors are required to utilize the Michigan Works! system to fill vacant positions created by the promotion of employees who receive training under this program. Other sources may be utilized in addition to the Michigan Works! system.

Allowable activities are described in the WIA sections 134 (d)(2)(A-E)(J)(ii), (d)(3)(c) and (d)(4)(D). See 20 CFR 663.710 for On-the-Job Training (OJT) requirements. Training can be provided through Michigan's public or private educational institutions, private training organizations, trainers employed by vendors or employers, or a combination of training providers. Training can be conducted at the business's own facility, at the training provider's facility or at a combination of sites. Training is to be occupation-specific and may be instructor led, computer-delivered, and/or on-the-job training.

Incumbent worker training must provide participants with an upgrade in skills such as: Skill training designed to avert layoffs, upgrade worker skills, or keep worker's skills competitive; Job specific retraining or skills upgrading related to new work processes or business restructuring; Introduction of new industry technology; or New organization strategies designed to promote company expansion/growth and/or prevent closing/dislocation of Michigan businesses or workers.

To comply with procurement policies the incumbent worker application should be submitted with at least two quotes for the training from separate training providers. If the application is submitted with only one quote the MWA will conduct procurement prior to awarding funds.