

## GLOW WORKFORCE INVESTMENT BOARD POLICY

**NAME OF POLICY:** Customized Training Policy

**APPROVAL DATE:** 3/20/01

**AMENDED:** 8/21/01, 1/21/03, 2/21/06, 6/19/07

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### **Policy**

The following is a Customized Training Policy for employers to follow for use with GLOW One Stop customers who have received core and intensive services and are qualified to be considered for training.

**Definition:** Customized training is training:

- That is designed to meet the special requirements of an employer (including a group of employers);
- That is conducted with a commitment by the employer to employ, or in the case of employed workers, continue to employ an individual on successful completion of the training; and;
- For which the *employer pays for not less than 50% of the cost of training.*

### **Process**

**GLOW Guidelines:**

- Employer will *submit a simple plan* (form attached)
- Exclusion of capital improvement reimbursement
- Customized training can be used for upgrading, retention or increase of wages
- The GLOW Employment & Training Directors will be the decision makers for determining approval for business request of customized training
- Any training decision appeals could be brought to Program Evaluation/Oversight Committee for input.
- Business for customized training must have a physical presence in the GLOW region
- Employees in customized training programs must be under the \$41,600 annual or \$20.00 hourly based on a 40-hour week self-sufficiency income rate
- Funds provided to employers for customized training must not be used to directly or indirectly assist, promote, or deter union organizing.