

**GLOW WORKFORCE DEVELOPMENT BOARD POLICY  
UNDER THE WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA)**

**NAME OF POLICY:**           **Customized Training and Incumbent Worker Training Policy**

**APPROVAL DATE:**       **March 8, 2016**

**EFFECTIVE DATE:**      **March 8, 2016**

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**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 an individual upon successful completion of the training; and
- For which the employer pays for 50% of the cost of the training, as determined by the Local Board.

**Customized training of an eligible employed individual may be provided for an employer or a group of employers when:**

- The employee is not earning a self-sufficient wage (\$41,600 annual salary or \$20/hourly based on a 40 hour week)
- The customized training 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 and must increase the competitiveness of the employee or employer.

**Incumbent Worker Training is training:**

- 1) 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.
- 2) Conducted with a commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained.
- 3) For which the employer pays for 50% of the cost of the training, as determined by the Local Board.
- 4) Is limited to 20% of the total Adult and Dislocated Worker allotment.

**Incumbent Workers**

- Must be employed at time of participation and have an employment history with the employer for six (6) months or more.

**GLOW Guidelines Process:**

- Employer will be required to complete application, sign contract, and any other required forms in the Customized Training and Incumbent Worker Training Policy
- Exclusion of capital improvement reimbursement
- Customized and Incumbent Worker training can be used for upgrading, retention, or increase of wages

- The GLOW Program Operators for each county will be the decision makers for determining approval for business request of customized training and Incumbent Worker Training
- Training decision appeals are brought to the GLOW WDB Operations Committee.
- Businesses applying for Customized and Incumbent Worker training must have a physical presence in the GLOW region
- Employees in customized and incumbent worker training programs must be under the \$41,600 annual salary or \$20.00 hourly based on a 40-hour week.
- Funds provided to employers for customized and incumbent worker training must not be used to directly or indirectly assist, promote, or deter union organizing.
- The maximum amount for reimbursement of Customized and Incumbent Worker Training cannot exceed \$4,000 per Contract.
- The maximum annual amount for Reimbursement is \$4,000 per business and will be made only for WIOA enrolled training attendees.