



Nevadaworks Incumbent Worker Training Grant

The State of Nevada, Department of Employment, Training and Rehabilitation (DETR) is partnering with Nevadaworks, the local workforce development board for northern Nevada to provide training in high-demand occupations, including but not limited to, the following: Information Technology, Logistics, Manufacturing, and Healthcare. DETR'S mission is to develop a well-trained, and self-sufficient workforce that can compete in the changing global marketplace. Essential to our mission is providing Nevada businesses with a skilled, productive workforce that supports the economic needs of local communities.

An incumbent worker is a person who is currently employed and could benefit themselves and their employer by upgrading their skills through education and training opportunities.

Nevadaworks must approve any training activities before funds can be dispersed. Nevadaworks will ensure that any incumbent worker programs established will accomplish the following:

1. Incumbent Worker Training is designed to improve the skills of employees and the competitiveness of an employer by offering support with the costs associated with upskilling the employer's workforce with the support of the Nevadaworks board. The training will allow employers to **provide wage increases, promotions and to avert layoffs.**
2. Incumbent Worker Training means training by an employer or training provider in close partnership with an employer that is provided to a paid participant while engaged in productive work in a job that:
 - a) Provides knowledge or skills essential to the full and adequate performance of the occupation.
 - b) Provides reimbursement to the employer for the costs of providing the training and the additional supervision related to the training.
 - c) Is limited in duration as appropriate to the occupation for which the participant is being training; and

639 Isbell Road, Suite 420, Reno, NV 89509
www.nevadaworks.com 775-337-8600 Fax 775-337-9589

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- d) Is intended to meet the requirements of an employer or group of employers to retain a skilled workforce or avert the need to lay off employees lacking specific skills.
3. Incumbent Worker or other classroom training can include but is not limited to, industry or employer-specific work skills, basic job skills, technical computer skills, new manufacturing technologies, equipment operation training, and changes in production processes. Soft skills such as leadership, teamwork, communication, conflict resolution, and management skills if the employer can document the need and effect of the training.

Participating employers will pay salaries for all employees while they participate in training programs.

Nevadaworks will ensure incumbent worker programs will adhere to the following:

Allowable expenses

- Tuition and registration fees
- Curriculum development
- Textbooks, manuals, materials, and supplies
- Training certifications, licenses, credentials
- Training software and information technology
- Instructor salaries

Costs not allowed

- Costs incurred before the execution of the contract
- Construction or purchase of facilities or buildings
- Business relocation expenses
- Employment or training in sectarian activities
- Profit
- Computer hardware

Disclaimer: Any costs not mentioned in the above categories being considered by Nevadaworks must be reviewed and approved by DETR before any action is taken.

For more information, contact Michelle Long at Nevadaworks.

Michelle Long, Program Manager

Mlong@nevadaworks.com

(775) 284-1336

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