

# **EKOS Kentucky Operating System (EKOS)**

## **Reportable Employer Activities & Definitions**

### **EMPLOYER ACTIVITIES**

*When reporting employer activities please provide additional detail in the Comments Section to further explain/describe the Activity.*

If you have any questions or problems relating to reporting activities for employers please contact the EKOS Support Team at [KentuckyCareerCenter@ky.gov](mailto:KentuckyCareerCenter@ky.gov).

### **Account Management:**

Employer is provided more intensive services by Agency/One-Stop staff. The Account Manager can be the designated agency person to contact for an employer/company. This person could be responsible for follow-up and follow-through regarding services that are being provided to the employer/company, such as follow-up to determine needs of the employer regarding number of customers to be referred on a specific job order, to determine results and quality of referrals, etc.

### **Alien Labor Certification:**

Employer was provided information regarding the Alien Labor Certification Program and the requirements and policies associated with hiring foreign workers and/or the Employer is certified under the Alien Labor Certification Program to hire foreign workers.

**Comments Example:** Provided information about Alien Labor Program

**Comments Example:** Employer is certified to hire foreign workers (if you have the date of certification you should included this also in the Comments).

The Alien Labor Certification Program allows employers to hire workers temporarily or permanently when there are not sufficient U.S. workers who are able, willing, qualified and available to perform the job. In addition, the program ensures that the employment of the foreign workers will not adversely affect the wages and working conditions of U.S. workers that are similarly employed. The Department of Labor Regional Certifying Officer will grant certification if he/she finds that qualified persons in the U.S. are not available and that the terms of employment will not adversely affect the wages and working conditions of workers in the United States similarly employed. For additional information:

[http://www.des.ky.gov/des/employer/empservices.asp#ALC-Temp\(Agricultural\)](http://www.des.ky.gov/des/employer/empservices.asp#ALC-Temp(Agricultural))

### **Assistance With Writing Job Descriptions:**

Provided guidance and instruction to an employer(s) regarding the proper format in which a job order description should be written. Explains why it is important to provide a precise and full job description with requirements and qualifications clearly defined. Reviews policy and regulations against the use of discriminatory terminology, such as using a gender specific job title. For additional information: [http://www.acinet.org/acinet/jobwrite\\_search.asp?soccode=&stfips =](http://www.acinet.org/acinet/jobwrite_search.asp?soccode=&stfips=)

### **Business Information and Support Services:**

Met with employer and provided information about the local area workforce, general wage information, OET services and offered the facility to conduct interviews and orientations.

### **CAB (Comprehensive Ability Battery):**

Employer requests that customers/job seekers referred to their company be administered a Comprehensive Ability Battery assessment.

**Economic/Labor Market Issues:**

Discussion and/or provision of labor market information from a national, state or local perspective, the economic impact of specific trends in the workforce, labor shortages, labor turnover, economic and employment projections, etc.

The employer received information concerning the labor market or other economic data pertinent to the local or regional economy. Examples of such information may include, but are not limited to, occupational staffing or hiring patterns, wage information, labor supply and demand data, job market trends, and business climate survey information. For additional LMI information:

[www.WorkforceKentucky.ky.gov](http://www.WorkforceKentucky.ky.gov)

**Educational/Basic Skill Level:**

Customers referred to employer will be given a basic academic assessment designed to determine literacy levels, listening and speaking skills.

**Employer Company Profile:**

Information gathered about the company, detailing a business description identifying the type of business, its interests, and mission. Whether it is a large or small company or is a growing or expanding industry, if employer is conducting business in an industry that is considered high-growth, hiring practices, benefits paid, number of workers employed at the establishment, etc.

**Employer Contact E-Mail:**

Correspondence was sent to the employer via email.

**Employer Contact Mailing:**

Correspondence was sent to the employer. This could be in the form of a letter or other mailing.

**Employer Contact On-Site Visit:**

Staff visit to an employer at the company's place of business and/or an employer visit to a One-Stop Center.

**Employer Contact Phone Call:**

Employer was contacted by phone and/or Employer contacted agency staff by phone.

Employer was

**Employer Follow-Up:**

Meeting (in-person, by phone, or email) with employers to discuss issues regarding the use of the JobFit system or other services provided.

**Employment/Work History:**

Job Seekers Employment and Work History will be screened prior to referral to Company based on criteria provided by the employer.

**Enterprise Zone Tax Credit:**

Employer was provided information about the Enterprise Zone Tax Credit and/or was certified eligible to receive the tax credit. For additional information:

<http://www.thinkkentucky.com/kyedc/pdfs/keza.pdf>

**H-2A Field Checks:**

The purpose will be to track the field checks that are conducted on H-2A job orders by OET inspectors.

**Human Resources Issues:**

Discussed HR issues with employer, i.e., high turnover, pay and benefits, family medical leave, workers compensation, health benefits, insurance, vacation and sick days, flexible work hours and shift schedules, etc.

**Incumbent Worker Training Services:**

Services provided to employees to help pay for specific training in a particular field or area when a customized training agreement is made with an employer.

**JSEC Meeting:**

The employer participated in a meeting of the Kentucky Employers Council (KEC).

**JSEC Member:**

Employer is a board member of the Kentucky Employers Council (KEC).

**Job Analysis:**

Assistance was provided in analyzing jobs/positions such as determining what ONET Code or occupational title the position would be considered. A review was conducted of the requirements and qualifications of the job to identify aptitude, skills and abilities, etc., required for the job.

**Job Fairs:**

Employer participated in a Job Fair.

**Job Order Taking:**

Agency staff obtains job position criteria and requirement information from employer and writes a job order.

**Job Seeker Screening:**

Assistance was provided in screening job seekers that are applying for an employer(s) job opening(s) to ensure they meet criteria set forth by employer for specific skills, experience, education, etc.

**JobFit Employer Documentation:**

Enrolled the employer as a participating employer in JobFit.

**JobFit Employer Orientation:**

Presentation to employers on the uses and benefits of the JobFit job profiling system.

**JobFit Employer Training:**

A 1 to 1 ½ hour session training the participating employer on how to log on to and use the JobFit profiling system

**JobFit Surveys:**

Administration of JobFit to employers SME's (Subject Matter Experts) used to create job profiles. Survey is also administered to job seekers.

**KMSS (Kentucky Manufacturing Skills Standard):**

Employer uses the Kentucky Manufacturing Skills Standard and/or employer was provided information regarding the KMSS. For additional information:

<http://www.kctcs.edu/workforcenetwork/kmss>

**Labor Market Preview:**

Provision of short and/or long-term LMI projections, local wage data, occupational and industry information on employment and wages, market analysis, employment trends by industry and occupation, earnings growth, economic and employment projections, labor supply and demand data, job market trends. For additional information: [www.WorkforceKentucky.ky.gov](http://www.WorkforceKentucky.ky.gov)

**Marketing Service Programs:**

Marketed services and programs of One-Stop System and/or agency to employer(s) or employer groups or organization.

**OJT - On the Job Training Contract:**

A contract has been written with the employer for 'on-the-job-training'. The job for which the contract is written is one that traditionally requires specific occupational training as a prerequisite. The trainee working under the contract shall receive the same wages and benefits and be subject to the same working conditions as other employees working an equivalent length of time and performing a substantially equivalent job at the work site.

**On-Site Recruitment:**

Employer conducted recruitment and interviews at agency/One Stop location and/or One Stop staff assisted employer(s) with recruitment at the employer(s) business or designated location.

**On-Site Review of Customized LMI:**

Labor Market Information that has been compiled and customized to target a specific employer. The on-site review and provision of specific LMI as it relates to and impacts the employer(s). For additional information: [www.WorkforceKentucky.ky.gov](http://www.WorkforceKentucky.ky.gov)

**Rapid Response:**

Rapid Response Orientation was conducted for the Company. Rapid Response is a strategy designed to respond to major layoffs and plant closings by quickly coordinating services and providing immediate aid to affected companies and their workers. Rapid Response teams work with company(s) to customize public and private efforts to minimize the disruptions of a major layoff on the company, affected workers, and the community. Rapid Response is carried out by the States and local workforce development agencies. For additional information: <http://www.oet.ky.gov/rresponse/rapidresponse.htm>

**Review Employer Employment Applications:**

One Stop is responsible for reviewing job seeker applications for specific jobs/employer.

**SDS (Self-Directed Search):**

Employer allows customers to self-refer and/or the employer conducts their own search for job seekers utilizing the e3 site.

**Seminar:**

A Seminar/Workshop specifically targeting employers was conducted to provide information regarding a variety of topics and/or a specific subject.

**Statutory (legal) Issues:**

Assist employers with their responsibility to ADA, EEO, FCJL, discriminatory issues, affirmative action requirements, labor law compliance information, etc. For additional information and assistance: <http://www.labor.ky.gov>

**TABE:**

Employer has requested that the TABE be administered to job seekers who are referred to their company seeking employment.

Test for Adult Basic Education (TABE) is an assessment instrument for adult basic and secondary education. The employer has requested that job seekers referred to their company be given the TABE assessment test.

The **TABE** is a norm-referenced test designed to measure achievement in reading, mathematics, language, and spelling. It is divided into a locator test and five levels, including pre-literacy. The scores are reported according to grade-level equivalency to measure achievement of basic skills commonly found in adult basic education curricula and taught in instructional programs. Reading, language, mathematics, and spelling are the areas measured.

There are five overlapping levels – L (Literacy), E (Easy), M (Medium), D (Difficult), or A (Advanced) that range from GLE 0 to GLE 14.9. The Locator test is administered to determine the appropriate level of the TABE test to administer to the individual student.

**TABE-WF:**

Test for Adult Basic Education (TABE) WorkForce tests basic skills within a workforce context.

**Tax Credit Certification:**

Agency staff provides information regarding Tax Credits and/or an employer is determined eligible for tax certification, such as UTC, Enterprise Zone Tax Credit, WOTC, etc. *Identify the specific Tax Credit in the Comments section when reporting the "Tax Credit Certification" activity.* For additional information: <http://www.doleta.gov/business/incentives/opptax/>

**Testing:**

Testing of job seeker(s) is conducted per employer's request. Can be an employer test or other agency/federal/state test. *Identify the type of test provided in the Comments section when reporting the "Testing" activity.*

**Typing/Clerical:**

The Employer requests that job seekers be given a Proficiency Test for Typing/Clerical Testing.

**UI Information Issues:**

Employer is provided information relevant to Unemployment Insurance. For additional information: <http://www.des.ky.gov/des/ui/ui.asp>

**Unemployment Insurance Tax (UTC):**

Employer has been provided information regarding the Unemployment Tax Credit (UTC) and/or is eligible to receive UTC. The *Unemployment Tax Credit (UTC)* program provides employers a credit of \$100 per eligible hire against Kentucky income taxes owed for hiring residents who have been unemployed for 60 days and remain on the payroll for at least 180 days.

**Valid Test Provided by Employer:**

The Employer is requesting that a test they provide will be used to test/assess job seekers referred to them. You should identify the type of test provided in the Comments section, ie. Math, Reading, etc.

**Veterans Outreach:**

Activity includes visits or phone contact with organizations and agencies that provide services for disabled veterans, economically or educationally disadvantaged veterans, and veterans with barriers to employment. The outreach activity includes, but is not limited to visits to Vocational and Rehabilitation programs, Homeless Veterans Reintegration Project grantees, Department of Veteran Affairs Medical Centers and Vet Centers, Homeless Shelters, Civic and Service Organizations, Community Stand Downs, and State Vocational Rehabilitation Agencies.

**Welfare to Work Tax Credit (WtW):**

Employer has been provided information regarding the Welfare to Work Tax Credit (WtW) and/or is eligible to receive WtW.

The Welfare-to-Work (WtW) Tax Credit is a tax credit for employers who hire individuals certified as long-term recipients of cash welfare assistance, Temporary Assistance to Needy Families (TANF). The Welfare-to-Work Tax Credit is equal to 35% of the first \$10,000 of qualifying wages paid to a certified employee during the first year of employment and 50% of the first \$10,000 in qualifying wages paid during the second year of employment, for a maximum \$8500 tax credit over a two-year period. In addition, for the WtW Tax Credit, wages may include certain tax-exempt amounts relating to accident and health coverage, educational assistance programs, and dependent care assistance programs, which are not included in the definition of qualifying wages for the WOTC. In order for the employer to claim the WtW Tax Credit, the employee must work for the employer at least 400 hours or 180 days. The WtW Tax Credit is coordinated with the WOTC so that employers may claim both tax credits for the same individual, but not in the same taxable year. For additional information: <http://www.doleta.gov/business/incentives/opptax/>

**Work Keys:**

Employer requires the Work Keys Assessment test be administered to all job seekers referred to the company **and/or** agency staff have discussed administering the WorkKeys Assessment for the employer.

**WorkKeys** tests skills in problem-solving, communication, and teamwork. It also identifies the skill levels needed to do specific jobs. WorkKeys assessments give students and workers reliable information about their workplace skill levels and stresses skills development important for every type of employment.

**Work Opportunity Tax Credit (WOTC):**

Employer has been provided information regarding the Work Opportunity Tax Credit (WOTC) and/or is eligible to receive WOTC.

The Work Opportunity Tax Credit (WOTC), authorized by the Small Business Job Protection Act of 1996 (P.L. 104-188), is a federal tax credit that encourages employers to hire nine targeted groups of job seekers by reducing employers' federal income tax liability by as much as \$2,400 per qualified new worker; \$750, if working 120 hours or \$1,200, if working 400 hours or more, per qualified summer youth. This program provides Federal tax credits to encourage employers to hire job seekers with barriers to employment. Individuals who are: receiving Federal public assistance or food stamp benefits, SSI, vocational rehabilitation services, high-risk youth and summer youth who live in a Federal Empowerment Zone or Enterprise Community, disabled veterans or veterans receiving food stamp benefits, and ex-felons, are eligible to earn WOTC tax credits for their employers. Among those eligible are certain welfare, food stamp and Supplemental Security Income (SSI) recipients; youth who live in areas designated as federal empowerment zones and enterprise communities; ex-felons; and people with disabilities. For additional information: <http://www.doleta.gov/business/incentives/opptax/>