

April 15, 2003

Important! Revised Job Order Policies & Procedures Document

This message is sent on behalf of Brian L. Solomon, Director, Job Service Bureau. It has been sent to all WJOS Logon ID holders, Job Service District Directors and Supervisors, and Workforce Development Board Directors.

Good afternoon Job Order Placement Staff:

The Job Order Policy and Procedure document has been updated and is attached for your use. Also attached is a "Q&A" Question and Answer formatted document that came about as a result of training sessions last fall. It, too, has now been updated.

These policies go into effect immediately and here are some of the major highlights.

Items that have been added, changed, or clarified in the policy document include:

- **A5.** Coding Job Order by Duration and Occupational Group - this is substantially changed from the previous document. Staff need to read this and become familiar with the changes.
- **A6.** Compensation Methods - previously this section was called "Commission Jobs". It has been revised to include other compensation methods, including performance-based, incentive, and piecework.
 - The mandatory statement regarding these types of jobs has been updated as well.
- **A16.** Private Employment Agencies - the Temporary and Direct Hire sections have been revised. A new section, Employee Leasing and PEOs, has been added. The new section includes a mandatory statement that must be included in affected job orders.
- **B5.** Employment Testing - this is a new topic in this document.
- **B13.** Training or Work Experience Opportunities - there is substantial clarification on this topic.
- **B14.** Unusual Job Orders - this is a new topic in this document.
- A contact person has been added for Employment Testing under "Contact Information".

The Questions & Answers document resolves questions that were raised during the Quality Job Order training in September and October.

(two attachments)