

Pine Lake Fund (PLF) & Michigan Career and Technical Institute (MCTI)
Employment Verification and Follow-up Plan

Under supervision and coordination of the Employment Services Director (PLF President)

Goals/Objectives

The goal of the follow-up plan is to ensure regular review and/or contact of graduate completers and non-graduate completers to assist with evaluation and improvement of quality program outcomes.

The Employment Services Director (PLF President) is responsible for the coordination of all follow-up activities.

Activities

Graduate completer and non-graduate completer lists are provided by MCTI administration to be entered for tracking by Employment Services. The graduate completer spreadsheet (Pbi workbook) and the non-graduate completer spreadsheet (Non-Pbi workbook) are reviewed on an ongoing basis. Information is gathered from various sources to update information. Those sources include (but are not limited to) AWARE, home counselor contact, student contact, relative/friend contact and other MCTI staff.

This notification of employment requires a completed MCTI Employment Statistics/Follow Up. Information is entered in the MCTI- Pbi Workbook and the Non-Pbi Workbook. If a student's status is "closed-other" on the AWARE system, note "CLOSED OTHER" in the notes column pertaining to the appropriate MCTI-Pbi Workbook (unless that Pbi Workbook has already been closed). Once a workbook is closed, no changes should be made. All employment statistics are submitted and entered the Pbi or Non-Pbi Workbook by the Administrative Employment Specialist.

Verification and Follow-Up

Initial Verification of Employment:

Upon notification of employment, the employer is contacted by the assigned Employment Services Specialist directly via phone or other means to confirm a start date, wages, weekly hours, and whether employment is or is not in field of training – use signed release if necessary – ask employer for fax number. (Please note this can be any amount of time after student begins employment.)

If employer will not verify employment - the MRS Home Counselor's notes on AWARE may be used as verification. If the home counselor is unable to verify, do not include the information in the statistics rather a copy of the stat sheet can be put in the PLF file as documentation that the lead did not meet standard for counting. Once verification is completed, as a courtesy, an e-mail with the employment information may be sent to the applicable Home Counselor unless it is already in the AWARE system. Submit the form to the Administrative Employment Specialist for processing and entry.

45-Day Follow-Up:

The assigned Employment Services Specialist contacts the employer directly to verify employment. **Complete the employer survey questions indicated on the “Employment Stats Follow-Up” form between 45 – 90 days, or as close to 45 days as possible.** Take notes on employer’s comments if any. If the employer will not or is unable to respond, a notation is made (employer will/does not respond) on the “Employment Stats Follow-Up” form where applicable. Notes can then be recorded in the corresponding Pbi Workbook and Non-Pbi Workbook as indicated. The employer survey questions may be completed at the time of initial verification if initial verification is not made until after 45 days. Information regarding employer satisfaction is collected when student is verified as employed. Submit the form to the Administrative Employment Specialist for processing and entry.

Notification of termination prior to 90 days (through 45-day follow-up, checking AWARE, etc) contact is made with the employer. Employer comments are recorded on the “Employment Stats Follow-Up” form where applicable. If the employer will not or is unable to respond, a notation is made (employer will/does not respond) on the “Employment Stats Follow-Up” form where applicable. Submit the form for processing and entry to the Administrative Employment Specialist.

90 Day Follow-Up:

Contact employer. Note any change in employment regarding whether any new employment is within their field of training and/or change in wages. **If a job change occurs before the student reached 90 days, generate a new employment statistics sheet for the current job and check the “NEW JOB” at the top right of the new employment sheet.** Submit previous employment forms to the Administrative Employment Specialist for processing and entry to show job changes & sequence. The current job now needs to be verified as previously indicated. If the time between jobs exceeds the limits for continuous employment (see notes below), the 90-day count must also be restarted at the start date of the current job. Otherwise, obtain 90-day hourly wage and hours worked per week. *Plan for additional follow up will be developed in compliance with WIOA regulations.

Processing Employment Statistics

At the end of each month or the first week of each month, copies of employment statistic sheets are distributed to the respective Employment Services Specialist to be filed in the PLF student file to show the progression of employment. Originals needing additional verification are filed in the “Time File” kept by the Administrative Employment Specialist. The time file is checked on a weekly basis for verification that is due and distributed to the respective Employment Specialist. Once verification is complete, the Employment Specialist will file the original in the PLF student file.

Updated individual Trade pages of the Pbi Workbook are placed on the shared S: drive under the Placement Stats folder. Instructors are reminded monthly at the All Staff meeting where to find the most current employment information for their trade.

Notes:

Graduate Completer:

Students who have demonstrated the competencies required for a program and have been awarded the appropriate certificates, diplomas, and/or degrees upon completion.

Non-Graduate Completer:

Students who left a program before graduation but have acquired enough competencies for employment in the field of instruction or related field as evidenced by such employment.

Definition of Competitive Employment:

In the competitive labor market that is performed on a full [40 hours] or part-time [anything less than 40 hours] basis, in an integrated setting, for which the individual is compensated at or above the minimum wage, but not less than the customary or usual wage, and terms and benefits provided by the employer, for the same or similar work performed by individuals who are not disabled.

Definition of Continuous Employment (for 90 days counting purpose):

90-day count must start over with new job. Exception: individual started and restarted with the same temporary service or employment agency.

Job in Jeopardy:

If, during verification or follow-up, a job-in-jeopardy situation is identified, contact the student's home counselor and/or student to initiate corrective action.

Review/Evaluation/Revision

The plan will be reviewed on an annual basis by MCTI Manager CTE /Leadership and the Institutional Advisory Committee.

