

A GUIDE TO SERVICES ONLINE AND FROM BUSINESS SPECIALISTS

Motivating your employees, keeping them current on industry trends, teaching them new technologies - it's all critical for staying competitive in today's business world. We're ready to help with employee recruitment, wage information, skills testing, tax credits, training resources and more. Working together, we can explore training options, customize the right combination of services and help your employees gain the skills your business needs to grow and thrive.

Idaho Workforce Development Training Fund

Designed to attract new businesses, retain existing businesses and help Idaho companies grow, these grant funds are available to help qualified employers train full-time employees earning at least \$12 per hour plus employer-assisted medical benefits. Financed by employers through an offset of unemployment insurance taxes.

- **Employer Grants** - Training reimbursement for new and expanding businesses with emphasis on transferable skills and structured training programs with an education partner.
- **Industry Sector Grants** - Business entity representing a consortium of at least three industry partners with a similar occupational training need; \$250,000 maximum award.
- **Micro-Grants** - Community-based partnership of business, education and others; \$25,000 maximum award.

On-the-Job Training: You Hire. You Train. We Pay.

If you're an eligible employer, your business can be reimbursed for up to 50 percent of its training costs when you agree to hire and train an eligible worker. Eligible workers are often new to the labor force or people upgrading their skills after a layoff. Job openings must be full time, non-seasonal and pay the minimum wage or higher. Call us to qualify before hiring.

Internships

Help develop Idaho's workforce of the future with an internship. These short-term work assignments are a great way for job seekers to learn new skills for a specific occupation. Eligible internships are available at no cost to your business.

Apprenticeships

Strengthen your human resource development effort, elevate the skills of your existing workforce and quickly get new employees contributing to your productivity through Registered Apprenticeship. Join the more than 250 Idaho employers, associations and labor unions who have implemented apprenticeship programs.

Business Seminars

Customized training seminars to help you effectively meet today's business, workforce and human resource challenges are sponsored by local offices. These seminars allow Idaho businesses to share best practices,

Visit our website at labor.idaho.gov/eservices, a secure online system where you can:

- *Find unemployment insurance tax help and resources*
- *Manage your account information*
- *Report wages*
- *Pay taxes*

understand employment regulations and improve operations. Topics include:

- Controlling your unemployment insurance costs
- Creating a discrimination-free environment
- Wage, hour and labor laws

Work Opportunity Tax Credit

This federal tax credit encourages employers to hire from targeted groups of disadvantaged job seekers. If your business qualifies, you can use this tax credit to reduce your federal tax liability by up to \$9,600 per eligible worker.

Federal Bonding Program

Bonds help protect employers against employee dishonesty such as loss of cash or property valued up to the bond amount. Idaho's federal bonding program provides a free six-month fidelity bond of \$5,000 - \$10,000, providing greater security for your company when an employee is not eligible for commercial bonding because he or she has poor credit or is an ex-offender, welfare recipient or a dishonorably discharged veteran.

Customized Hiring Services

We can help you manage the employee recruitment and hiring process. Let our business services consultants visit your work site, identify your hiring needs and effectively match potential employees with the skills, training and experience you need to fill your jobs. Or if you prefer, post your own job listings and manage your applications online, 24 hours a day, seven days a week.

Wages, Workforce and Economic Information

We can help you figure out what kind of compensation packages to offer job candidates. Wages, employment and other workforce data are available to help Idaho employers keep up on salaries, benefits and employment projections.

Skills Assessments

Use our Internet-based tests to effectively evaluate the skills of your most qualified candidates. Access more than 1,200 assessments for tests like critical thinking, medical billing and coding, typing, ten-key and more.

Layoff Support / Rapid Response Services

Reduce the negative aspects of layoffs on your employees by allowing us to quickly connect them to critical services like unemployment insurance, job placement assistance and retraining opportunities. Trade

Adjustment Assistance and National Emergency Grants provide aid to eligible workers who lose their jobs or whose hours and wages are reduced as a result of foreign imports. Depending on the grant, workers may be eligible for training, job search and relocation expenses.

Unemployment Insurance Tax Help

Learn how to skip the time and expense of snail mail and switch to an online tool for everything from filing your quarterly reports, to checking your account and reporting your new hires. Reduce your unemployment insurance tax rate, control the cost of unemployment insurance claims and stay in compliance with changing state regulations. Most of your questions about unemployment insurance taxes can be resolved through a discussion with one of our tax representatives.

SIDES E-Response

SIDES (State Information Data Exchange System) E-Response notifies your business by email about any benefit claims filed against your account and provides information for you to send an initial response, making it easier to respond to claims within the required seven days.

Idaho Human Rights Commission

Federal and state laws generally define discrimination as treatment of one employee differently from another on the basis of race, color, religion, gender, pregnancy, age, marital status, physical or mental disability or other personal characteristics. Discrimination lawsuits cost businesses in legal fees and lost productivity. The best defense is to keep your business discrimination free and the Idaho Human Rights Commission can show you how.

Idaho Labor Laws, Required Posters

Speaking of the law, did you know you don't have to pay for required labor law posters? You can download them free of charge from our website. Our Wage & Hour unit can also help you understand what laws Idaho employers must follow including safety requirements and paying the minimum wage.

Find out more details from a regional business expert in your area at:

- Northern Idaho.....(208) 457-8789
- North Central Idaho.....(208) 799-5000
- Southwestern Idaho.....(208) 332-3575 or (208) 364-7781
- South Central Idaho.....(208) 735-2500
- Southeastern Idaho.....(208) 236-6710
- Eastern Idaho.....(208) 557-2500

or find us on our webswite at labor.idaho.gov