



# Workforce Issuance

---

100 DCS 06.105

☐ Policy ☒ Information

---

**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** May 12, 2021

**Subject:** **Security Personnel Hiring Process and Protocols**

---

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce development partners of the hiring processes and guidelines to begin the recruitment of Security Personnel for the restored public access of Career Centers across Massachusetts.

**Background:** Security Personnel will be hired through the Madison Security Group to support the MassHire Career Centers to ensure COVID-related precautions and physical security are in place for the return to in-person services. Each MassHire Career Center will be afforded at least one temporary security person per career center.

MassHire Career Center Security Personnel will be paid through the COVID19 Disaster Recovery National Dislocated Worker Grant (DWG). As such, certain grant guidelines will apply to the hiring and duration of employment for these individuals.

As a condition of the COVID19 Disaster Recovery Dislocated Worker Grant a participant may not exceed **21 weeks of full-time employment**. MassHire DCS

will monitor the number of weeks a participant has been supported and will notify the MH Career Center when a participant is nearing the maximum number of weeks allowable for participation. At that time, the career center may identify a new eligible individual to fill the temporary employment position for an additional 21 weeks. The new position also shall not exceed 21 weeks.

### **Participant Eligibility:**

Individuals must be one of the following to participate in the COVID19 Disaster Recovery Security Personnel Project:

1. Temporarily or permanently laid off because of the COVID-19 disaster.
2. A dislocated worker as defined at 29 U.S.C. 3102(3)(15)
  1. A long-term unemployed worker; or
  2. A self-employed individual who became unemployed or significantly underemployed because of the COVID-19 disaster.

### **Recruitment:**

These are the steps to follow:

1. Recruitment of candidates by MH Career Center staff.
  - MH Career Center staff will use the job description developed for this project to recruit security personnel.
  - Candidates will meet requirements and the qualifications outlined in the MassHire Security Personnel Job Description. Job description qualifications may be tailored based on local area need such as the need for bilingual temporary security employee.
  - A flyer has been developed for outreach and recruitment.
  - The link to the job description and flyer is [here](#).
2. MH staff will vet and determine participant eligibility and send eligible participants names to their respective MH SPoC.
3. MH SPoC will refer the eligible participant to the Madison Security Group Website (<https://madisonsg.com/>) to complete a preliminary application.
4. MH SPoC will contact Madison Security SPoC within 3 business days to follow-up with next steps (referral and or/interview).
  - A list of regional Madison Security Group contacts will be posted to the [MA COVID-19 Disaster DWG website](#).

5. Madison Security will conduct interviews and vetting (consisting of background checks including a C.O.R.I., employee affidavits and employee inquiry release).
  - Madison Security will make the hiring decision, inform the MH SPoC, and conduct onboarding process of completing Form I-9 and Form W4.
  - Orientation will be provided by Madison Security to security personnel to establish local protocols.
  - MH staff will inform security personnel that they will be reimbursed for shoes and belt. MH staff will initiate the support service process.
    - a. Participant makes initial purchase of shoes and belts, or
    - b. Career center will make the purchase, using local support service funds
  - *In all case the local area supportive service policy will be followed.*
9. MH will provide orientation to the security employee i.e. instructions for calling in sick, work hours, lunch and breaks. (security employee will call the Madison Security hotline when not able to report to work-hotline # 978-459-5911).
10. MH Career Center will work with Madison Security to identify the plan for MHCC site specific training at each MassHire CC (including career center layout, hours of operation, etc.).
11. MH Worksite Supervisor will track time and attendance.
  - Security employee time sheets will be signed by the worksite supervisor at the career center.
  - Time sheets can be signed electronically and emailed to Madison Security on Monday by 12pm.
  - Security employees will be paid on the following Friday.
  - Madison Security has a "hotline" that career centers can call if security employee does not show up for work or is sick.

**Note: Additional candidates may be referred to Madison Security for non-grant funded employment.**

**Action Requested :** Please initiate action to begin recruitment of security personnel following the guidelines provided. MH staff are encouraged to begin recruitment for security personnel right away.

**Effective:** Immediately

**Inquiries:** [Francis.Grey@Detma.org](mailto:Francis.Grey@Detma.org)