



Workforce Issuance

100 DCS 22.125

Policy Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: June 13, 2022

Subject: **Incumbent Worker – Defined for Registered Apprenticeship Grants**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other workforce partners effective July 1, 2022, the Office of Apprenticeship (OA) will implement the following definition of incumbent worker.

An Incumbent Worker is an individual already employed with a registered apprenticeship program sponsor before program enrollment, but who needs training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current position in apprenticeship occupations and industries. To qualify as an incumbent worker, an individual must have an established and documented employment history with the employer for six months or more.

Background: Adopting a formal definition for apprenticeship grants became necessary as

An equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

grantees have frequently sought clarification of incumbent workers from the perspective of how they engage with employers.

Grantees should not revise previous performance reporting for incumbent workers. Rather, grantees should apply this definition to their performance reporting moving forward, beginning with the period beginning July 1, 2022.

The Office of Apprenticeship collects data on incumbent workers for reporting purposes only. Whether or not a registered apprentice is an incumbent worker has no bearing on their eligibility for a registered apprenticeship program. Collecting this information does tell us how many existing employees within a company transition into registered apprenticeship programs.

Please note that this does not alter the WIOA definition of incumbent worker, §680.780.

Action

Requested: Please share with managers, staff and partners as appropriate.

Effective: Immediately

Inquiries: Grantees should direct any questions about the incumbent worker definition directly to their grant-specific mailboxes.