

## COVID19 Disaster Recovery NDWG

### Security Personnel Project

#### Guidance

(This guidance document is ongoing and will be updated as needed.)

#### ***Background:***

COVID19 Disaster Recovery NDWG Security Personnel will support the MassHire Career Centers when career centers open to the public to ensure COVID-related precautions and physical security are in place for return to in-person services. Each MassHire Career Center will be afforded temporary security personnel.

#### ***What are participant eligibility requirement for the COVID19 Disaster Recovery Security Personnel Project?***

An individual eligible to receive services through a COVID19 Disaster Recovery Security Personnel Project must be one of the following:

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

#### ***What is the role of MassHire Career Centers?***

Each MH Career Center will recruit candidates for security personnel positions and verify participant eligibility. Each career center will identify a primary and back-up Single Point of Contact (SPoC) that will be the point of contact for the project.

MassHire SPoCs will oversee recruitment of job candidates, assessment for grant eligibility and referral of job candidates to Madison Security for interviews and vetting.

The list of SPoCs for the Security Personnel Project is below:

<https://www.mass.gov/service-details/covid-19-disaster-recovery-dwg>

MHCC will work with Madison Security to identify the plan for MHCC site specific training at each MassHire CC including career center size, hours of operation, etc.

***What is the role of Madison Security Group?***

Madison Security will identify a regional Single Point of Contact (SPoC) that will be the point of contact for the MH SPoCs within their designated region.

Madison Security Group will conduct candidate vetting consisting of background checks including a C.O.R.I., employee affidavits and employee inquiry release. Madison Security Group will make the final decision as to whether a candidate is hired and will conduct the onboarding process of completing Form I-9 and Form W4. Training and safety protocol will be provided by Madison Security Group.

Madison Security Group will provide the candidate with a uniform. The full uniform will also consist of black shoes and a black belt. Candidates will be responsible providing their own black shoes and a black belt to adhere to the full uniform requirements.

Madison Security Group is the Employer of Record for the security personnel. This means that security personnel will be on the Madison Security Group payroll, and wages will be supported by the COVID19 NDWG.

***What is the rate of pay for the security personnel positions?***

Security personnel will be hired at \$16.00 per hour. The potential for training opportunities (ITA/OJT) within the grant (concurrent with or subsequent to the temp employment) may serve as an enticement to some who would not otherwise be interested in the hourly wage.

***How will MassHire Career Centers recruit candidates for security personnel positions?***

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.

The link to the Security Personnel job description is below:

<https://www.mass.gov/service-details/covid-19-disaster-recovery-dwg>

***What is the start date for security personnel?***

Start dates for security personnel will vary based on career center plans to open for public access. We anticipate security personnel will start approximately one week prior to career center buildings opening for public access.

***How many security personnel are career centers allowed to have?***

Each career center (comprehensive and affiliate) will be afforded at one least one security personnel per career center. Also, a survey was sent back in August to local areas requesting the number of security personnel needed at each career center. If the number of security personnel has changed, please let us know. You can email [sacha.stadhard@detma.org](mailto:sacha.stadhard@detma.org) and cc: [francis.grey@detma.org](mailto:francis.grey@detma.org)

***How will we address when security personnel do not show up to work (calls in sick, etc.)?***

Madison Security has a "hotline" that career centers can call if security personnel do not show up for work or are sick.

***Do the security personnel positions need to be listed in MOSES as a Job Order?***

No. The security personnel are temporary subsidized positions and do not need to be listed in MOSES as a Job Order.

***How will security personnel time and attendance be tracked?***

Security personnel 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 personnel will be paid on the following Friday.

***What happens when a candidate is selected to apply for a security personnel position?***

Candidates that meet COVID19 Disaster Recovery DWG eligibility as well as the qualifications outlined in the job descriptions will be referred to Madison Security Group website to complete a preliminary application.

The Madison Security Group website is below:

<https://madisonsg.com/>

MH Career Center SPoC will notify the Madison SPoC when a candidate has been referred to complete the Madison Group Security preliminary application. The MH Career Center SPoC will connect within 3 business days to follow-up on next steps for the referred candidate including whether an interview will be scheduled.

***How long can an individual hired as security personnel work?***

As a condition of the COVID19 Disaster Recovery Dislocated Worker Grant a participant may not exceed 20 weeks of full time employment. MassHire DCS will monitor the number of weeks a participant has been supported through the grant. MDCS will notify the MH Career Center when a participant has neared the maximum number of weeks allowable for participation. Using the process described above,

the MH Career Center may identify a new eligible individual to fill the temporary security employment position for an additional 20 weeks. The new position is not to exceed 20 weeks.

***What happens if a candidate is not able to meet the full uniform requirements?***

Supportive services may be used to assist personnel security with obtaining the full requirements of the uniform as necessary such as black belt and black shoes. MassHire Career Centers must adhere to their local area Supportive Services policy.

***Do the security personnel positions need to be tracked in MOSES?***

Yes. MassHire Career Center staff will enroll eligible individuals hired for security personnel positions in the COVID19 Disaster Recovery Dislocated Work Grant program in MOSES. The grant enrollment date will be the date that the individual begins temporary employment.

***Do WIOA performance indicators apply to participants enrolled in the COVID19 DWG?***

Yes. Participants eligible and enrolled in the COVID19 DWG will be subject to WIOA performance indicators once they exit the grant. That is why the career centers should continue to work with the participants to place them in training or in full time permanent employment.

***How is security personnel participation be managed?***

A worksite agreement will be completed for each MassHire Career Center for this project.

MassHire Hampden County Workforce Board (MHCWB) is the Primary Operator for the grant and will verify eligibility and ensure that Worksite Agreement and Addendum(s) are fully executed.

MHCWB will monitor each MHCC and security worker (grant participant) at least once in person or virtually.

Monitoring will consist of:

- Supervisor interview
- Trainee/Employee interview
- Reviewer report and observations