

Job Training Incentive Program (JTIP)

Policy items under consideration for amendment in FY2022

Note: Current policy is in italics. Proposed policy is underlined and highlighted in yellow.

1. Remote Work

The following requirements have been instituted to ensure that companies applying for JTIP funds meet the qualifications established by legislation.

Two categories of companies are eligible to be considered for JTIP funds: companies that manufacture a product in New Mexico and certain non-retail service providers.

Companies are required to have a physical presence (commercial real estate either purchased or leased) in New Mexico.

Remote worker trainees may be eligible if all of the trainee qualifications and requirements are met as explained in more detail in the body of this manual.

Definitions

Remote worker - A person who is working partially or entirely at a remote work site.

2. COVID-19 Language

Retain existing language in policy through FY2022.

The Economic Development Department and JTIP have taken steps to address setbacks that JTIP companies may encounter due to the COVID-19 health emergency. The board has elected to adopt the following procedural adjustments through ~~FY2021~~ FY2022 in order to support companies during this time and into recovery.

- 1. JTIP companies that are still within the 6-month hiring period and have suspended their hiring plans, may be allowed to extend the hiring period and therefore the project period, by the length of time the Governor's order was in effect. If the company deems it necessary to postpone hiring for a longer period, JTIP staff will work with the company on a re-application at the appropriate time.*
- 2. If a JTIP company has to temporarily reduce hours of operation during the time the Governor's order was in place, part-time hours worked by JTIP trainees may be eligible for reimbursement.*
- 3. If a JTIP company allows trainees to ~~telework~~ remote work, the hours worked may be counted toward the JTIP training hours.*
- 4. For ~~FY2021~~ FY2022, the expansion requirement for all companies will be that the headcount at the time of application is at least at or above the two-year average headcount.*

5. *Current policy addresses lay-offs and may be relevant in the event a company is forced to temporarily close and lay-off employees due to COVID-19. The following JTIP policy may apply:*
- a. *If a JTIP eligible trainee is laid-off during the training period and is subsequently rehired within four months by the same employer, the trainee may be treated as a new hire and thus remains eligible for the remaining training hours.*

6. STEP-UP

Scenario 2: Investment in New Equipment/Processes

The company is making a new capital investment for the purpose of introducing new technologies or equipment or making significant changes in production methods or operations which require substantive instruction or training. The company will demonstrate the change in job requirements and why current employees must be retrained as a result of planned retooling or introduction of new technologies or work methods.

- Investment must be at least:
 - **For Rural Companies:**
 - **\$50,000** if the company has 20 or more employees.
 - **\$15,000** if the company has fewer than 20 employees.
 - **For Urban Companies:**
 - **\$100,000** if the company has ~~20-50 employees~~ **or more employees**
 - **\$50,000** if the company has fewer than 20 employees.

Eliminate the cap of no more than 50 employees for urban companies for STEP-UP eligibility.