

Fresno County Workforce Investment Board

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Blake G. Konczal, Director

OPERATIONAL DIRECTIVE

FCWIB OD # 36-04

Date: December 14, 2004

To: All Fresno County Workforce Investment Board (FCWIB) Providers of Services

From: Blake G. Konczal, Director

Effective Date: December 14, 2004

Subject: Standardized WIA Job Seeker Secondary Screening Process

Applicable Programs: Adult, Dislocated Worker

Effective immediately, all providers of services' staff will implement this Operational Directive and the attached Work Instruction: [ADW-JOB-002](#), Secondary Screening Process. A Sample Conditional Offer Letter is available to be used if the employer is unsure of a format (refer to page 2).

Effective immediately, all registered Workforce Investment Act (WIA) job seekers that are referred to full-time employment, and receive a written conditional offer of employment, will be screened in accordance with the hiring employer's employment requirements.

FCWIB's providers of services are to ensure that any enrolled WIA job seeker referred to an employer meets all of the hiring criteria as established by the employer. Specifically, the job order received may indicate that the employer requires additional employment-related or other pre-screening requirements, or secondary screening, such as:

- Drug testing; and/or
- Background checks; and/or
- Medical checks; and/or
- DMV printouts

In these instances, WIA providers of services will work with the employer and the job seeker to convey the requirements, and if necessary, assist the employer in scheduling the screenings as outlined in the attached Work Instruction.

If an employer requires secondary screening as a condition of employment, the providers of services must ensure that this requirement is applicable to all employees.

At no time shall providers of services, or any of their staff, direct the type of drug screening to be done, and/or in any manner or form, receive the results of any drug screening test, background check and/or DMV printout (excludes Individual Training Account (ITA) Scholarship requirements for DMV printouts) of the job seeker.

The cost of the secondary screening may be reimbursed to the employer, provided funds are available, and pending FCWIB pre-approval.

Sample Conditional Offer Letter

{Date}

{Prospective Employee Name}
{Prospective Employee Address}

Dear {Prospective Employee Name}:

On behalf of {Employer Name}, I am pleased to offer you the position of {Position Title}, contingent on satisfactory results of your {List Secondary Screening Checks}, as follows:

- Annual salary of \${Annual Salary} or (\$(Monthly Salary) monthly) effective on your start date of {Start Date}.
- Vacation to accrue at the rate of {No. of Days} per year, beginning on your date of hire.
- Medical, dental, and vision benefits for you and your dependents, effective {Date Effective}.
- Sick leave to accrue at the rate of {No. of Days} days per year, beginning on your date of hire.
- Salary to be reviewed after {No. of Hours} of regular, full-time employment, and any increase based on performance.
- {List balance of benefits, commencement date, etc.}

Employment with {Employer Name}, is at-will, meaning that both you and {Employer Name} are free to terminate the employment relationship at any time, and there is no guarantee of continued employment.

{Employer Name}, is very pleased that you will be joining the team and is looking forward to working with you. Please sign this letter below and return it to {Person to Receive Signature Page} to indicate your acceptance of this offer.

Very truly yours,

{Person Signing Letter}

Offered by:

(Designated Official Name)

Date

I hereby accept the position as stated above.

(Employee Name)

Date