

State of Nevada

Department of Employment, Training and Rehabilitation

*“Nevada JobConnect One-Stop Operating System”*

**INDIVIDUAL USAGE AGREEMENT**

Pursuant to Section 121 of the Workforce Innovation & Opportunity Act of 2014 (WIOA), Nevada has established a workforce delivery system, which includes but is not limited to; One-Stop Career Centers, One-Stop Affiliate sites, Nevada JobConnect Centers, and WIOA Provider/Partner sites.

The **Nevada JobConnect One-Stop Operating System (NJCOS)** is designed to serve as the operating system for employment, training and education services for employers and individuals pursuant to WIOA.

*The purpose of this Agreement is to authorize usage of NJCOS and the information contained therein, and to ensure individual employee compliance with the restrictions herein.*

Within the guidelines the partners/contractors accessing NJCOS records shall:

1. Create complete and accurate customer records.
2. Verify that applicants referred to jobs posted to the Job Bank meet the minimum requirements of the job listing.
3. Appropriately document referrals in system.
4. Refer customers to open job orders following the instructions provided in the job order.
5. Notify DETR Business Service Office of a customer going to work as a result of a referral to a job in NJCOS.
6. Complete Job Order training, prior to entering job orders.
7. Advise employers listing jobs with Partners/Contractors that positions will be included in NJCOS.
8. Direct all questions to the DETR Business Service Office regarding employer records, vetting of employer records and language to insure compliance with state and federal laws.
9. Verify employers posting jobs have been vetted and are in good standing with DETR Employer Contributions prior to creating employer record and/or posting open positions. Vetting includes obtaining the Federal Employer Identification Number (FEIN) and State Employer Identification Number (SEIN) prior to creating any records in the system.
10. Create appropriate employer registrations in the system if no such record exists.
11. Create job listings for employers and insure such posting meets Nevada JobConnect Job Order Policy.
12. Verify outcomes of referrals for any job order Partner/Contractor posts in the system in a timely manner.
13. Insure that job listings posted in the system are current.

Within the guidelines the partners/contractors accessing NJCOS records shall not:

1. Provide Employer information to third party job developers as leads
2. Duplicate job orders from NJCOS into other job bank systems.
3. Change or alter job orders.
4. Change or alter Employer records.
5. Provide DETR Business Service Representatives contact information to job seekers.
6. Use the employer information in system to generate leads to write On-the-Job Training Contracts (OJTs).
7. Contact Employers other than those currently posting jobs with their agency, unless specifically identified in job order application instructions.
8. Provide Employer contact information to job seeker/applicant without referral; and/or as specified in job order application instructions.

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Employee Name (Please Print)

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Employee Signature / Date

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Supervisor Name & Title (Please Print)

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Supervisor Signature & Date

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Employer - Agency/Organization (Please Print Legibly)

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Authorized - Name & Title (Please Print)

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Authorized - Signature & Date

Original – Employee File  
Copy – WIOA PARTNER/ DETR  
Rev. October 19, 2015