

**Job Training Incentive Program (JTIP)**  
**Policy items under consideration for amendment in FY2025**

Trainees who have participated in a previous JTIP or industrial development training program are ~~not eligible~~ may be eligible to participate again with the same company if the trainee is being promoted into a position that is uniquely differ from the position currently occupied or the trainee unless the trainee has participated in the JTIP internship program. The vacancy left by an existing employee moving into a JTIP position must be filled by the end of the project period.

**JTIP Policy Manual, Page 8 under Trainee Qualifications and Requirements**

Incentivize employers to hire an Internship Director/Coordinator and consider the position as directly related to production or the delivery of service. For smaller companies this could be a human Resources position with internship coordination responsibilities.

Jobs eligible for funding through JTIP must be newly created, full-time (minimum of 32 hours/week), and year-round. Trainees must be guaranteed full-time employment with the company upon successful completion of the training program. Eligible positions must directly support the primary mission of the business to include human resources and those directly related to the creation of the product or service provided by the company to its customers. Other newly created jobs not directly related to production may be eligible. The number of these jobs is limited to 20% of the total number of jobs applied for in the proposal. Companies with fewer than 20 employees may include production-related jobs claimed on previous JTIP projects in the calculation when applying for non-production jobs on subsequent applications, within two years of the most recent board approval date.

Eligible positions include those directly related to the creation of the product or service provided by the company to its customers. Positions eligible under JTIP must directly support the primary mission of the business to include human resources. In addition, other newly created positions may be funded up to a maximum of 20% of the total number of jobs for which funding is requested and may include non-executive, professional support positions. Companies with fewer than 20 employees may include production-related jobs claimed on previous JTIP projects in the calculation when applying for non-production jobs on subsequent applications within two years of the most recent board approval date. For headquarter facilities eligible positions may include non-executive professional support positions including finance, ~~human resources~~, legal, facilities management, engineering, research and development, planning, IT, sales, marketing and general administration.

**JTIP Policy Manual, Page 3 under Job Eligibility & Pages 7 & 8 under Position Qualifications and Requirements**

To increase the intern training hours from 640 hours to 1040 hours. This will create greater opportunities for companies to collaborate with New Mexico Post Secondary Institutions to hire interns that are in their final year leading to graduation rather than their last semester.

A percentage of intern wages for up to ~~640~~ 1040 training hours.

**JTIP Policy Manual, Page 10 under Reimbursable Expenses**

Standard reimbursement rates for wages are up to 75%. JTIP eligible positions with starting wages at levels eligible for the High Wage Job Tax Credit may be eligible for an additional 5% reimbursement. These requirements are a hiring salary of \$60,000 or higher in an urban location or class H county and a hiring salary of \$40,000 or higher in a rural location or economically disadvantaged area. Trainee requirements are still factors for JTIP eligibility.

Positions filled by trainees who meet any of the following three criteria may be eligible for an additional 5% wage reimbursement above the standard rates if the approved entry wage is at least the minimum rate for the Job Zone as outlined in the JTIP wage chart in the "Reimbursable Expenses" section of this policy manual for Zones 1, 2, 3 and 4:

- Trainee has graduated within the past twelve months from a post-secondary training or academic program at a New Mexico higher education institution
- Trainee is a U.S. Veteran
- Trainee has graduated out of the NM Foster Care System.

Additional wage reimbursement may not exceed 10% above the standard rates. Companies may combine one of the three conditions above with the additional 5% wage reimbursement for high-wage positions, for a total additional wage reimbursement not to exceed 10% above the standard rates.

JTIP approved employers that utilize business support services through the recognized New Mexico Workforce Connection offices across the state or through other independent human resource support service providers that help small businesses develop successful recruitment strategies to grow and retain their workforce may be eligible for an additional five percent reimbursement above the standard rates.

Employers with a workforce of less than fifty and have a designated Human Resources representative and will be responsible for developing an internship program and utilize JTIP for internship training and subsequently transition into a full-time position with the company will receive an additional \$1,000 incentive.

#### **JTIP Policy Manual, Page 12 under Additional Wage Reimbursement**

##### **Step-Up Policy**

It is the intent of the Industrial Training Board to provide for the equitable distribution of Step-Up funds to all eligible companies with special attention to the needs of small companies in New Mexico. Therefore, the following funding caps have been established:

- ~~Individual companies may be approved for no more than \$100,000.~~
- The training reimbursement per trainee in any single training activity shall not exceed \$6,000.
- No more than \$1 million of JTIP monies shall be utilized for the Step-Up Training Program in one fiscal year.