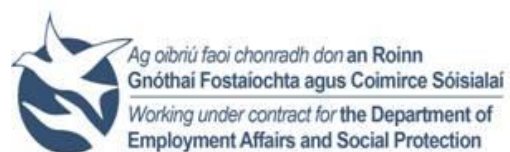


EMPLOYERS INFORMATION PACK

LOCAL EMPLOYMENT SERVICES NETWORK

www.localemploymentservices.ie



Employer Information Pack

This Employer Information Pack provides information to employers about our range of supports and services which are provided at no cost to your company. The information pack is divided into the following:

1 Recruitment Service and Employment Schemes

- a) Local Employment Service (LES/Obair)
- b) Benefits of our Service & Recruitment Supports

2 Grants, Job Internship & Assistance Schemes

- a) The National Internship Scheme
- b) JobsPlus
- c) Part Time Job Incentive Scheme
- d) Family Income Supplement (FIS)

3 Workplace Supports For Employees with Disabilities

- a) Employability Service
- b) Disability Awareness Training Support Scheme
- c) Employee Retention Grant Scheme
- d) Personal Reader Grant
- e) Job Interviewer Interpreter Grant
- f) Willing Able Mentoring Scheme
- g) Reasonable Accommodation Fund for the Employment of People with Disabilities
- h) Workplace Equipment Adaptation Grant
- i) Wage Subsidy Scheme

1 a) Local Employment Service (LES/OBAIR)

The Department of Employment Affairs and Social Protection (DEASP) contracts for the provision of the Local Employment Service (LES) with 22 organisations. List of regional LES can be found on www.localemploymentservices.ie

The LES provides a local gateway, or access point, to the full range of services and facilities that are available to help jobseekers to enter or return to employment. Services are provided to jobseekers referred to the LES through the Department's activation process and also to clients who engage directly with the service.

1 b) Benefits of our Services, Recruitment Supports and Services

- Skilled Job-Ready candidates at your fingertips
- Opportunity to avail of a free service
- Work with a highly experienced team of recruitment professionals
- LES can give you instant access to a database of skilled and job-ready candidates.
- We offer a number of avenues to help you find the optimum candidate.
- Access to candidates suitable for Job Bridge – National Internship or Work Placement Programmes.
- Your vacancy can be advertised internally or on our website www.localemploymentservices.ie

2. Grants and Assistance Scheme

A Single Point of Contact for Employment and Income Supports. Our Employment Services is a single source of contact for all employment and income supports provided by the Department of Employment Affairs and Social Protection.

Designed to provide a more streamlined approach, we offer practical, tailored employment services and supports for jobseekers and employers alike. We can connect you with potential candidates who meet your company's needs, supporting you right throughout the recruitment process. We also provide access to a range of financial supports to assist with the costs of employment creation. Our experienced team can provide a tailored service, based on your company's individual requirements.

2 a) The National Internship Scheme

Although Jobs Bridge has now finished, there is a new National Internship Scheme due to be announced in the next few months.

2 b) JobsPlus

This leaflet is intended as a guide only and is not a legal interpretation. Information correct as of 26/08/2013.

New Jobs, Less Cost

What is JobsPlus?

JobsPlus is an employer incentive, which encourages and rewards employers who offer employment opportunities to people who are long-term unemployed on the Live Register. JobsPlus is a simple scheme for employers to access, offering up to €10,000 for a qualifying recruit, payable on a monthly basis over a two year period.

There are two levels of incentive:

€7,500 for recruits unemployed for more than 12 months, but less than 24 months, and **€10,000** for recruits unemployed for more than 24 months. There is no limit on the number of new recruits per employer. The JobsPlus incentive is available to employers who:

Offer any full time employment of over 30 hours per week, spanning at least four days per week for eligible recruits. Fill new vacancies including opportunities due to natural turnover. Ensure eligible jobs do not displace any existing employee. Are fully compliant with Irish tax and employment laws.

Employers can register online at www.jobsplus.ie to be approved as an eligible employer. Approved employers who take on an eligible employee will receive a cash incentive, payable monthly in arrears, over a two year period.

How does my company become an approved employer?

Simply apply to become an approved JobsPlus employer by completing the online JobsPlus application form on www.jobsplus.ie.

How do I know if a candidate is eligible for JobsPlus?

A prospective employee can apply online at www.jobsplus.ie to verify if they are an eligible employee under the incentive. To be considered eligible for JobsPlus, the candidate must be a minimum of 12 months on the Live Register of jobseekers.

How will the incentive be paid?

The incentive will be payable monthly in arrears, over a two year period by Electronic Fund Transfer (EFT), by the Department of Employment Affairs and Social Protection while the employee remains in your employment. Interested? Then take the next step and register to become an approved JobsPlus Employer.

Detailed scheme rules and guidelines, and FAQs are available at www.jobsplus.ie or email jobsplusinfo@welfare.ie.

2 c) Part-Time Job Incentive Scheme

What is the Part-Time Job Incentive Scheme?

The Part-Time Job Incentive (PTJI) Scheme is intended as a stepping stone to full-time work. It allows certain long-term unemployed people to take up part-time work and get a special weekly allowance instead of their jobseeker's payment. Recipients of the PTJI Scheme must be available for and seeking full-time work while getting the payment. Employment Criteria The part-time work must be under 24 hours a week, must be likely to last at least 2 months and must be insurable employment under the Social Welfare Acts at class A or J rate of contribution.

How does an employee qualify?

In order to qualify, a person must be in receipt of Long Term Jobseeker's Allowance and undertake to remain on the scheme for at least 2 months. Participants on the scheme are expected to continue to make efforts to find full-time work.

How to apply?

Once the person has secured the part-time job, they should contact their local Social Welfare Office to apply to participate in the scheme. They will be asked to complete the application form PTA 1 giving details of their part-time employment.

How much is the allowance?

Instead of their usual Jobseeker's Allowance payment, participants are entitled to a specified allowance per week. This payment is not affected by the earnings received from the part-time job.

For more information on the up to date rates log on to www.welfare.ie. Rates of payments are detailed in the SW 19 Information Leaflet.

Where can I get more information?

For more information about the PTJI Scheme contact your local Social Welfare Office.

For information booklets, application forms and more information on social welfare services:

Click on 'financial supports' in the employer section on www.welfare.ie for more information on the PTJI Scheme. Text 51909, Lo-Call Information Line at 1890 66 22 44 (from the Republic of Ireland only) or +353 71 91 93313 (from Northern Ireland or overseas).

2 d) Family Income Supplement (FIS)

What is Family Income Supplement?

Family Income Supplement (FIS) is a weekly tax-free payment for families, including one-parent families, at work on low pay. How does an employee qualify for the supplement? To qualify, an employee must:

- Be in paid full-time employment that is expected to last for 3 months.
- Work at least 19 hours every week, or 38 hours every fortnight.
- Have an average weekly family income below the qualifying amounts.
- Have at least one qualified child who normally lives with the employee or is part of a family supported by the employee.
- A qualified child is any child under age 18 or aged 18 to 22 if in full-time education.

How much can an employee get?

The FIS payment is 60% of the difference between the average weekly family income and the income limit for the family size set by the Department of Social Welfare.

Where can you get more information?

For information booklets, application forms and more information on social welfare services:

Click on 'financial supports' in the employer section on www.welfare.ie for more information on the FIS.

- Lo-Call Information Line at 1890 66 22 44 (from the Republic of Ireland only) or +353 71 91 93313 (from Northern Ireland or overseas).
- Drop in to your local Social Welfare Office or Citizens Information Centre.

3. Workplace Supports for Employees with Disabilities

A More Inclusive Approach to Employment being an inclusive and disability-friendly employer has many benefits. You get access to a wider pool of employees and you are more likely to hold on to experienced staff if they acquire a disability. There are schemes available to support you to employ someone with a disability, or to assist you to retain a staff member who has acquired a disability. The following supports are available:

- **The EmployAbility Service**
- **The Disability Awareness Training Support Scheme**
- **The Wage Subsidy Scheme**
- **The Reasonable Accommodation Fund** for the Employment of people with disabilities, comprising of the Workplace Equipment and Adaptation Grant, the Personal Reader Grant, the Job Interview Interpreter Grant and the Employee Retention Grant

3 a) EmployAbility Service

The nationwide EmployAbility Service provides an employment support service for people with a health condition, injury, illness or disability and a recruitment advice service for the business community.

Your local EmployAbility service will:

- provide you with employment assistance and access to a pool of potential employees with varying levels of skills, abilities and training;
- provide ongoing support for both the employer and employee throughout employment;
- provide a professional job matching service to help ensure successful recruitment; and provide advice and information on additional employment supports.

You can find more information and links to your local EmployAbility service on www.welfare.ie.

3 b) The Disability Awareness Training Support Scheme

The Disability Awareness Training Support Scheme provides funding so that employers can buy in Disability Awareness Training for their staff. The purpose of the training is to deliver clear and accurate information about disability and to address questions or concerns that employers and employees may have about working with people with disabilities.

The training is aimed at providing participants with an understanding and awareness of the issues surrounding disability, including: An overview of relevant anti-discrimination and equal opportunities legislation.

If you are looking for further information on the Disability Awareness Training Support Scheme, log onto www.welfare.ie. There is also a free e-learning training module on Disability Equality available from the National Disability Authority which can be downloaded at <http://elearning.nda.ie>.

3 c) Employee Retention Grant Scheme

The purpose of the Employee Retention Grant Scheme is to assist employers to retain employees who acquire an illness, condition or impairment which impacts on their ability to carry out their job. It helps to explore the employees continuing capacity to operate as productive members of the workforce. The Employee Retention Grant Scheme is open to all companies in the private sector. This scheme assists in maintaining the employability of the employee when s/he acquires an illness, condition or impairment (occupational or otherwise) by providing funding to:

- Identify accommodation and/or training to enable the employee to remain in his/her current position or
- Re-train the employee so that s/he can take up another position within the company.

The scheme is structured in 2 stages according to the development and implementation of a retention strategy:

Stage 1 facilitates employers by enabling them to buy-in external specialist skills and knowledge needed to develop an individualised 'retention strategy' for the employee who acquires a disability.

Stage 2 provides funding to the employer towards the implementation of the written retention strategy, including retraining, job coaching and/or hiring of an external co-coordinator to oversee and manage its implementation.

If you are an employer with an employee who has suffered an illness or impairment, and are looking for further information about the Employee Retention Grant Scheme or other schemes, log onto www.welfare.ie.

Further Guidance:

The National Disability Authority's guidelines on "Retaining employees who acquire a disability" are at www.nda.ie. Or from publications@nda.ie.

The Health and Safety Authority has a useful guidance booklet on managing safety issues for employees with a disability. Search 'employees with a disability' at www.hsa.ie.

3 d) Personal Reader Grant

If you employ a person who is blind or visually impaired and who needs assistance with job-related reading, they may be entitled to a grant to allow them employ a Personal Reader.

Examples of situations for which the grant may be given are where:

- The individual is employed in the private sector and needs assistance with work-related reading.
- Their prospects for promotion are restricted because of reading difficulties due to visual impairment.

The DEASP will pay a fee per hour, in line with the minimum wage. It will be paid up to a maximum of 640 hours per annum. As an employer, you can apply for a Personal Reader Grant on behalf of an employee or the staff member can apply themselves. Information on the Personal Reader Grant and how to apply is available on www.welfare.ie. Alternatively you can contact your local DEASP Employment Services Office.

3 e) Job Interview Interpreter Grant

Under the Job Interview Interpreter Grant Scheme, the DEASP will normally pay a set fee for a three hour period to provide for the services of an interpreter to support speech or hearing impaired persons who wish to attend job interviews. Travel costs for the interpreter are paid at a fixed rate. Information on the Job Interview Interpreter Grant and on how to apply for it is available on www.welfare.ie.

3 f) Willing Able Mentoring Scheme

Willing Able Mentoring (WAM) is a work placement programme which aims to promote access to the labour market for graduates with disabilities and build the capacity of employers to integrate disability into the mainstream workplace. Participating employers (WAM Leaders) collaborate with WAM to offer mentored, paid work placements for graduates with disabilities. This partnership brings graduates with disabilities and WAM's network of employers together so that both can benefit from each other – ensuring genuine learning opportunities for all. See www.ahead.ie for further details.

3 g) The Reasonable Accommodation Fund for the Employment of People with Disabilities

The Department of Employment Affairs and Social Protection (DEASP) has the responsibility for providing labour market services for disabled people, assisting them with finding paid employment or preparing them for employment through a training or employment programme.

Under the Reasonable Accommodation Fund, the DEASP can also help you – as an employer – to take appropriate measures to enable a person with a disability/impairment to have access to employment by providing the following grants and schemes; the Workplace Equipment/Adaptation Grant, the Personal Reader Grant, the Job Interview Interpreter Grant and the Employee Retention Grant.

3 h) Workplace Equipment Adaptation Grant

Grant assistance is available for employers of staff with disabilities who need an adapted or more accessible workplace or for the purchase of specialised equipment, in order to do their job. The grant can be applied for if the person with a disability/impairment is already employed or is about to be employed by you. Examples of adaptations for which a grant may be given are:

- Minor building modifications such as ramps or modified toilets
- Alarm systems with flashing lights
- Equipment adaptation such as voice synthesizers for computers or amplifiers for telephones.

A maximum grant of €6,348.70 is available towards the cost of adaptations to premises or equipment. This grant can also be used to upgrade adapted equipment funded previously. Information on the Work Equipment/Adaptation Grant and how to apply for it is available

on www.welfare.ie. Alternatively you can contact your local Employment Services Office or Intreo Centre.

3 i) Wage Subsidy Scheme

The Wage Subsidy Scheme (WSS) provides financial incentives to employers, outside the public sector, to employ people with disabilities who work more than 20 hours per week. Sometimes the nature of a disability can restrict an employee's productivity in comparison with other staff, irrespective of his or her ability to do a job. In situations where this restriction results in a loss of productivity for the employer, the WSS allows the employer make up the shortfall through grant assistance.

A person on the Wage Subsidy Scheme is subject to the same conditions of employment as other employees. These conditions include PRSI contributions, annual leave, tax deductions and the going rate for the job.

Subsidies available through this scheme are structured under 3 separate strands and employers can benefit under one or all of these strands simultaneously.

Strand 1 subsidy is a general subsidy for any productivity shortfall in excess of 20% for a person with a disability, in comparison to an able bodied peer. An employee must work a minimum of 21 hours per week up to a maximum of 39 hours per week. The rate of subsidy is €5.30 per hour and is based on the number of hours worked, giving a total annual subsidy available of €10,748 per annum based on 39 hour week.

Strand 2 applies where a company employs more than 2 people with disabilities. The company can avail of a grant to cover the additional supervisory, management and other work based costs. This top-up is based on the overall number of employees with disabilities and will range on a sliding scale from an additional 10% of wage subsidy for 3 to 6 employees with disabilities to a maximum of 50% of wage subsidy for 23 + disabled employees.

Strand 3 is where an employer employs 30 or more workers with disabilities. The employer can avail of a grant of **€30,000** per annum towards the expense of employing an Employment Assistance Officer.

Information on these 3 strands and how to apply for the scheme is available on the Wage Subsidy Scheme page on www.welfare.ie. Alternatively you can contact your local Employment Services Office or Intreo Centre.

Please note:

This booklet is intended as a guide only and is not a legal interpretation. We have provided links to external web sites for your convenience only. This does not mean that we support or approve them.