

## Hiring Employees

### NORWICH ECONOMIC DEVELOPMENT JOB CREATION / RETENTION PROGRAM (EDP)

Participants in this program are required to create one permanent full-time job for low- to moderate-income (LMI) person for each \$10,000 of grant funds (up to \$20,000 per business).

Program funds will be released to the partner agency and held in an escrow account.

A disbursement schedule will be determined based on program compliance with the terms and conditions of the policies and procedures for the creation of permanent jobs during the term of the program.

For more information, please review the Policies and Procedures prior to contacting the Office of Community Development | 860.823.3770

Before you hire employees check with the Eastern Workforce Investment Board about the programs that may be available to you.

#### ► CITY PROGRAMS

**Norwich Economic Development Job Creation / Retention Program (EDP)** | [norwichct.org](http://norwichct.org)  
The Economic Development Program was established by the City of Norwich to foster job creation and retention in the city. The City's Office of Community Development administers the program which utilizes funds from the U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The EDP supplies grant funding directly to an employer. See details in sidebar.

#### ► STATE PROGRAMS

##### **Job Expansion Tax Credit (JET)** | [ct.gov](http://ct.gov)

Connecticut businesses may be eligible for tax credits of \$500 per month for each new full-time job created.

##### **CT Green Jobs Partnership - Incumbent Worker Training and Internship Programs** | [ewib.org](http://ewib.org)

Funding is available for green companies that wants to upgrade the skills of their workers, or a company that wants to train workers in a green technology.

##### **Customized Job Training (CJT) Program** | [ctdol.state.ct.us](http://ctdol.state.ct.us)

The CJT Program is designed to stimulate the creation and retention of jobs in the state by providing financial assistance for training that the company could not have otherwise provided. Financial assistance and non-financial assistance are provided to new, relocating, and expanding businesses that are training their workers. CJT funds short-term training, usually less than one year in length for programs that may include on-the-job training, classroom training, and support activities.

Employers that are targeted for funding requests include small to mid-size (less than 500 employees) manufacturers who are remaining competitive by introducing new manufacturing processes, technologies, and/or quality systems are targeted. Priority is given to businesses that use high-performance work organization practices.

##### **STEM On-the-Job Training** | [ctstemjobs.org](http://ctstemjobs.org)

Many Connecticut residents are struggling to find good jobs because they do not have the science, technology, engineering, and mathematics (STEM) skills employers are looking for. At the same time, Connecticut's high-tech employers need a skilled workforce ready to meet the demands of the 21st century global economy.

### **Step Up** | [ctdol.state.ct.us](http://ctdol.state.ct.us)

The Subsidized Training and Employment Program (Step Up) is an initiative of the Connecticut Department of Labor and the state's five Workforce Investment Boards. Step Up offers two programs:

- Wage Subsidy Program
- Small Manufacturer Training Grant Program. Each program offers employer incentives to hire employees and create jobs.

Eligible companies, defined as a small business, or manufacturer with not more than 100 employees, can apply for one program for each new hire – an employer cannot use multiple programs for one new hire.

The program was expanded in June 2012 to include the Unemployed Armed Forces Member Subsidized Training and Employment Program. This program, similar to the Wage Subsidy program, is available to eligible employers of any size that hire an unemployed veteran.

### **Connecticut Job Bank – Post Job Opportunities** | [ctdol.state.ct.us](http://ctdol.state.ct.us)

Finding employees can sometime present a challenge. The Connecticut Department of Labor provides resources to link employers with employees.  
[connecticut.us.jobs](http://connecticut.us.jobs)

### ► **WEB-BASED RESOURCES ON HIRING**

#### Small Business Administration: Delivering Success Video

A variety of video interviews with successful entrepreneurs.

[sba.gov](http://sba.gov)

#### Equal Employment Opportunity Commission and Small Businesses

What questions are okay to ask in an interview? This site has information on the most common questions that employers encounter and make it easier for you to comply with anti-discrimination laws.

[eoc.gov](http://eoc.gov)

#### **SCORE Reading Room** | [score.org](http://score.org)

Smart articles on finding, hiring, developing and keeping great employees.

#### **Business Owners Toolkit** | [toolkit.com](http://toolkit.com)

A website about all things Small Business including dozens of forms and articles on employee management

## PRO TIP

Check with job training programs *prior to* hiring employees.