



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #18-08-EMP (This Policy Bulletin Replaces PB #17-36-EMP)

JOB TRAINING PROGRAM (JTP) PAY SCHEDULE

<p>Date: February 2, 2018</p>	<p>Subtopic(s): Job Training Program (JTP), Grant Diversion Program</p>
<p>☐ Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to introduce the Job Training Program (JTP) 2018 Pay Schedule (FIA-1192) form to Job Center staff. It is informational for all other staff.</p> <p>The FIA-1192 has been created to inform participants in JTP of the dates they will be paid. Participants will receive the FIA-1192 during orientation at the JTP orientation site.</p> <p>The JTP is designed to provide Cash Assistance (CA) participants with paid employment experience and career development, by engaging them in a 6 month long, 40 hour a week employment activity.</p> <p>Participants will be engaged 4 days a week at a City Agency, and 1 day a week in Career Building training and job search, in order to prepare them to transition from receipt of temporary assistance to full-time, permanent employment.</p> <p><i>Effective Immediately</i></p> <p>Related Items:</p> <p>PD #10-07-EMP Revision to the Grant Diversion Program PD #15-28-EMP Revised Parks Opportunity Program</p> <p>Attachments:</p> <p>FIA-1192 (E) Job Training Program (JTP) 2018 Pay Schedule FIA-1192 (S) Job Training Program (JTP) 2018 Pay Schedule (Spanish)</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
 Call 718-557-1313 then press 3 at the prompt followed by 1 or
 send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

JOB TRAINING PROGRAM (JTP) 2018 PAY SCHEDULE

If you work any of these days:			You will receive a paycheck on this day (Friday):
12/17/2017	to	12/30/2017	1/12/2018
12/31/2017	to	1/13/2018	1/26/2018
1/14/2018	to	1/27/2018	2/9/2018
1/28/2018	to	2/10/2018	2/23/2018
2/11/2018	to	2/24/2018	3/9/2018
2/25/2018	to	3/10/2018	3/23/2018
3/11/2018	to	3/24/2018	4/6/2018
3/25/2018	to	4/7/2018	4/20/2018
4/8/2018	to	4/21/2018	5/4/2018
4/22/2018	to	5/5/2018	5/18/2018
5/6/2018	to	5/19/2018	6/1/2018
5/20/2018	to	6/2/2018	6/15/2018
6/3/2018	to	6/16/2018	6/29/2018
6/17/2018	to	6/30/2018	7/13/2018
7/1/2018	to	7/14/2018	7/27/2018
7/15/2018	to	7/28/2018	8/10/2018
7/29/2018	to	8/11/2018	8/24/2018
8/12/2018	to	8/25/2018	9/7/2018
8/26/2018	to	9/8/2018	9/21/2018
9/9/2018	to	9/22/2018	10/5/2018
9/23/2018	to	10/6/2018	10/19/2018
10/7/2018	to	10/20/2018	11/2/2018
10/21/2018	to	11/3/2018	11/16/2018
11/4/2018	to	11/17/2018	11/30/2018
11/18/2018	to	12/1/2018	12/14/2018
12/2/2018	to	12/15/2018	12/28/2018

The current wage is \$13.50 per hour.

PROGRAMA DE CAPACITACIÓN LABORAL (JTP) HORARIO DE PAGA DEL 2018

Si usted trabaja cualesquier de los siguientes días:		Usted recibirá un cheque de paga este día (viernes):	
12/17/2017	a	12/30/2017	1/12/2018
12/31/2017	a	1/13/2018	1/26/2018
1/14/2018	a	1/27/2018	2/9/2018
1/28/2018	a	2/10/2018	2/23/2018
2/11/2018	a	2/24/2018	3/9/2018
2/25/2018	a	3/10/2018	3/23/2018
3/11/2018	a	3/24/2018	4/6/2018
3/25/2018	a	4/7/2018	4/20/2018
4/8/2018	a	4/21/2018	5/4/2018
4/22/2018	a	5/5/2018	5/18/2018
5/6/2018	a	5/19/2018	6/1/2018
5/20/2018	a	6/2/2018	6/15/2018
6/3/2018	a	6/16/2018	6/29/2018
6/17/2018	a	6/30/2018	7/13/2018
7/1/2018	a	7/14/2018	7/27/2018
7/15/2018	a	7/28/2018	8/10/2018
7/29/2018	a	8/11/2018	8/24/2018
8/12/2018	a	8/25/2018	9/7/2018
8/26/2018	a	9/8/2018	9/21/2018
9/9/2018	a	9/22/2018	10/5/2018
9/23/2018	a	10/6/2018	10/19/2018
10/7/2018	a	10/20/2018	11/2/2018
10/21/2018	a	11/3/2018	11/16/2018
11/4/2018	a	11/17/2018	11/30/2018
11/18/2018	a	12/1/2018	12/14/2018
12/2/2018	a	12/15/2018	12/28/2018

El actual sueldo suma \$13.50 a la hora.