

January 8, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-20

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D
 National Director
 Office of Job Corps

SUBJECT: Graduate Average Hourly Wage at Initial Placement and Overtime Pay

1. Purpose. To clarify how the graduate average hourly wage at initial placement should be reported for those cases where the student's pay stub includes pay for both regular and overtime hours.
2. Background. In recent months, the National Office of Job Corps has received multiple inquiries as to the correct method of recording graduates' hourly wages at initial placement in those instances where pay stubs include both base pay and overtime pay. Uncertainty about the correct method is resulting in inconsistent recording of this information: in some instances, only the student's regular hourly rate is being recorded; in others, the average of the combined regular and overtime hourly rate is being recorded. Therefore, the National Office is issuing this Program Instruction to ensure consistency in the calculation and reporting of graduates' average hourly wage at initial placement in accordance with existing stipulations in the Policy and Requirements Handbook (PRH), Chapter 5, Appendix 501.
3. Guidelines. The calculation and reporting of graduate's average hourly wage at initial placement should include only the base hourly rate and regular hours worked; overtime pay is not to be used in this calculation. Please note, however, that overtime hours and associated pay are captured in the 6- and 12-month follow-up surveys, and included in the 6-month weekly earnings calculation.

4. Action. Addresses are to ensure that this Program Instruction is distributed to all appropriate staff.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Aquila Branch at branch.aquila@dol.gov.