

June 22, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-35
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Clarification of the 45-Day Drug Testing Intervention Period Clock/Count during Summer and Winter Breaks

1. Purpose. To provide clarification of the 45-day drug testing intervention period clock/count as it pertains to student payroll/duty status during Summer and Winter Breaks.
2. Background. Job Corps currently provides two annual student breaks, Summer Break and Winter Break. With Summer Break 2015 approaching, questions have arisen regarding how students' payroll/duty status during annual breaks affects the 45-day drug testing intervention period clock/count.
3. Explanation of Changes. Starting with the Summer Break 2015, the 45-day drug testing intervention period clock/count for students during Summer and Winter Break is clarified as follows:
 - **Group 1** - Students on center during Summer/Winter Break and in their Career Preparation Period (CPP) will be placed under "Present for Duty – Paid" normal status, and will receive regular pay for these days. **For students in this group who are in the 45-day drug testing intervention window, the clock/count DOES NOT STOP for them during the break.**
 - **Group 2** – Students on center during the Summer/Winter Break who received regional approval to take alternate summer breaks and are engaged in training (e.g., students in ACT, OCT, WBL, etc.) will be placed under "Present for Duty – Paid" normal status, and will receive pay for these days. **For students in this group who are in the 45-day drug testing intervention window, the clock/count DOES NOT STOP for them during the break.**

- **Group 3** – Students who choose to stay on center for Summer/Winter Break and who are not in CPP or other training activities will be placed under “Administrative Leave without Pay (Stay on center for Summer/Winter Break)” status, and will not be paid. **For students in this group who are in the 45-day drug testing intervention window, the clock/count STOPS for them during the break.**
 - **Group 4** – Students who leave center for Summer/Winter Break will be placed under “Summer/Winter Break – Unpaid” status, and will not be paid. **For students in this group who are in the 45-day drug testing intervention window, the clock/count STOPS for them during the break.**
4. Action. Center Directors are to ensure this Program Instruction Notice is distributed to all appropriate staff.
 5. Expiration Date. Until superseded.
 6. Inquiries. Inquiries should be directed to Shao Zhang, zhang.shao@dol.gov; or Linda Estep, estep.linda@dol.gov.