



Policy Guide – Second Chance Hiring

APPLICATION: All Executive Branch Agencies

BACKGROUND:

Governor Youngkin commissioned a prisoner re-entry optimization focused on improving re-entry success. One of the key initiatives within the optimization is a partnership with Virginia Works and the Department of Correction to pilot and develop a second chance hiring program for recently released inmates (supervisees). The goal of the program is to help state agencies leverage supervisees for talent needs. Employment opportunities include classified positions, wage positions, and apprenticeships. By further increasing accessibility in state hiring practices, the Commonwealth will benefit from a larger talent pool to address talent needs. Additionally, the Commonwealth will provide gainful employment opportunities to second chance individuals – improving re-entry success and mitigating generational incarceration.

This guidance serves to provide best practices for second chance hiring and is meant to support state agency human resources teams to accomplish their hiring needs.

NARRATIVE:

Classified and Wage Positions Best Practices

1. Agencies should identify potential jobs that are well suited for 2nd chance hiring. Based on the assessment performed by Virginia Works, agencies are encouraged to target jobs that fall within these SOC categories:
 - 350000 Food Preparation and Serving Related Occupations
 - 370000 Building and Grounds Cleaning and Maintenance Occupations
 - 392000 Animal Care and Service Workers
 - 452000 Agricultural Workers
 - 470000 Construction and Extraction Occupations
 - 493000 Vehicle and Mobile Equipment Mechanics, Installers and Repairers
 - 537000 Material Moving Workers
2. Agencies should then apply barrier crimes policies to identified positions. Agencies are encouraged to target jobs with less restrictive barrier crime policies.
 - Every second chance individual was convicted of a felony and most felony convictions are for non-violent crimes. Many applicants will still be under supervision / on probation.
 - Agencies should continue to follow the 2.10 Hiring Policy and not ask questions about convictions during the application or interviewing process. This discussion

should only occur during the background screening process, if applicable, after an offer of employment has been made.

3. Ensure the job posting is clear, simple, and focused on minimum qualifications and skills needed to perform the job. Highlight in the job posting your agency's commitment to second chance hiring and inclusivity. Clarify the need for a criminal background check for sensitive positions.
4. Provide Virginia Works/DOC with a link to your posting to include the location and the number of positions available per posting.

Registered Apprenticeships

Apprenticeships can be a critical succession planning tool. Apprenticeships help agencies ensure continuity even with a high number of employees eligible for retirement. Apprenticeships create a pipeline of skilled labor. Utilization of apprenticeships leads to increased retention, reduced recruitment costs, higher employee engagement, and stronger loyalty. According to US Department of Labor, 90% of apprentices continue employment after completing an apprenticeship. Apprenticeships remove barriers to employment and increase diversity of talent.

Positions ideal for apprenticeship would be:

- entry level positions,
- traditional trades (although not limited to the trades),
- positions without a large pool of already skilled applicants,
- positions not being filled,
- positions which are held by an older workforce (succession planning),
- positions that require hands-on skills training,
- high demand occupations as identified by the state, and
- positions already identified as training positions i.e., converting an internship into a formal apprenticeship

Apprenticeship best practices:

1. Leverage Registered Apprenticeship Consultants to prepare and submit required paperwork, assist in program development, and are available to both sponsors and apprentices for technical assistance. Agencies can search for a consultant [here](#). Consultants also assist with RTI and occupation identification, and all RA programs must be approved by the consultant.
2. Assess what positions should be targeted for a Registered Apprenticeship. Please refer to the following websites: [USDOL Office of Apprenticeship](#) and [Virginia Works Division of Registered Apprenticeship](#).
 - The position must be able to have a progressive wage scale, i.e., at least one increase in pay in accordance with increase in skills.
 - Agencies should compare the EWP or job description to an "apprentice-able" occupation's Work Process ([sourced from USDOL](#)) and/or [O*NET](#) to identify the best aligned occupation. Once identified, the Work Process may be customized to suit the Sponsor Agency's unique training needs.

- For occupations not approved for Registered Apprenticeships, agencies should work with the consultant for new occupation approval at the state or national level. For more information on this process, click [here](#).
 - Ensure a 1:1 ratio of mentor to apprentice (select occupations may require a higher ratio), so the number of available mentors will inform the number of apprentices in a program at a given time. Employees that complete their apprenticeship may become mentors.
3. Creating an apprenticeship position.
- Identify the Related Technical Instruction (RTI) – the education portion of the apprenticeship and must be occupation-specific, at least 144 hours per year of apprenticeship, and be sourced from a [state-approved RTI provider](#). This list may not be all inclusive, please contact a consultant for the most up to date list.
 - Sponsors may provide their own RTI with the completion and approval of the In-House RTI Provider application.
 - Registered Apprenticeship programs and/or participants are eligible for WIOA and G3 funding. Grant funding may also be available.

Points of Contact:

- Inmate training and hiring – VADOC: Luke Black, luke.black@vadoc.virginia.gov
- Simplified Wage Application – DCR: Tara Adkins, tara.Adkins@dcr.virginia.gov; Laura Ellis, laura.ellis@dcr.virginia.gov
- Apprenticeship Examples – VDOT: Jameo Pollock, jameo.pollock@vdot.virginia.gov
- Virginia Works (Employment): Melissa King, melissa.king@vec.virginia.gov
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