



## HireNYC: Human Services IMPLEMENTATION PLAN

### BACKGROUND

The City has launched and expanded HireNYC, a suite of programs designed to leverage the City’s purchasing power to encourage the hiring of residents. These initiatives will provide free, high-quality recruitment services to vendors filling open positions. The City has rebranded the Public Assistance Hiring Commitment as HireNYC: Human Services, an initiative that is specifically intended to create employment opportunities for low-income New Yorkers receiving Public Assistance.

As such, your contract(s) with HRA and/or ACS and/or DHS and/or DYCD and/or DFTA and/or DOHMH and/or SBS contains the Public Assistance Hiring Commitment, requiring that your organization hire one Public Assistance (PA) recipient for every \$250,000 of annualized contract value. It also contains a provision that you submit an Implementation Plan within 60 calendar days of contract commencement date or the date of program start, whichever is later.

HRA’s Business Link will assist your organization throughout the year in implementing this requirement, and this plan will help Business Link understand your hiring process and any contract conditions that impact your hiring requirement. This process is designed to help the City provide you with the qualified candidates needed to support your organization’s mission.

Below is additional information about Business Link and the specifics of HireNYC: Human Services.

**Business Link:** Business Link, a division of the NYC Human Resources Administration, is a no-fee employment service that assists New York City residents in receipt of Public Assistance find meaningful and livable-wage employment while connecting private employers to qualified candidates. For employers, Business Link provides customized recruitment services such as consulting on your hiring practices, providing on-site recruiting facilities, resume collection and applicant screening. For job seekers, Business Link provides one-on-one career counseling, resume and cover letter review, interview coaching, resume referral, as well as various employment workshops.

### What is the HireNYC: Human Services hiring requirement?

- You must hire one Public Assistance (PA) recipient for every \$250,000 in annualized contract value.
- In order for a hire to count towards your requirement, they must work:
  - At least 20 hours per week
  - At the legally mandated minimum wage
  - For at least one year.
    - If the individual you hire is not retained for the full year, you must hire another PA recipient for the remainder of the year to be credited for making your required hire.
    - If your hire stays in the job for more than one year, you may qualify for a full or partial exemption of your hiring requirement in the next year.

### To fulfill the HireNYC: Human Services hiring requirement:

- You may hire for openings anywhere within your organization, not only for openings associated with the specific contract. Hires may also come from a parent organization or subsidiary of the contractor.
- You may employ PA recipients in jobs in New York City.
- You may be able to get credit for individuals you hire from other recruitment sources. In order to do that, you will need to share a monthly Hire Sheet (*included in this mailing*) requesting information about all new hires, including their Social Security Numbers. Any candidate(s) cited on the hiring sheet, who were not referred by Business Link must have signed a consent form releasing this information; the organization must attest that consent was obtained and make signed consents available to HRA upon request. This will allow Business Link to verify if the hires were on

Public Assistance at the time of hire, allowing you to get credit for your requirement. Business Link will keep all information confidential and secure. You are allowed to meet your hiring requirement anywhere in the organization, parent or subsidiary, at any site or within any program operated by you, as long as they are not also subject to the PA Hiring Commitment Rider and counting the hires towards their requirement.

- Business Link only recruits for job vacancies and the decision to hire is at the contractor's discretion.

### **Exemptions**

You may qualify for a *complete* exemption from the HireNYC: Human Services hiring requirement if one of the conditions below is demonstrated:

- Your organization's workforce within New York City is less than 20 employees;
- You possess no vacancies and can demonstrate that no positions are reasonably foreseen to be available within one year of the commencement or anniversary date of your contract;
- You are party to a valid collective bargaining agreement covering all of your entry-level positions, which limits you to a hiring pool that does not include PA recipients;
- Complying with the hiring requirements will cause extreme hardship.
- The contractor retains or retained a PA recipient(s) hired pursuant to the Rider beyond one (1) year, and this/these retained PA recipient(s) equal(s) or exceed(s) the number of required hires for the current fiscal year.

You may qualify for a *partial exemption* in your hiring requirement if:

- The number of PA recipients you are required to hire exceeds 10% of your NYC workforce;
- You are party to a valid collective bargaining agreement that covers some but not all of your entry-level positions, which limits you to a hiring pool that does not include PA recipients.
- The contractor retains or retained a PA Recipient(s) hired pursuant to the Rider beyond one (1) year, and this/these retained PA recipient(s) is/ are fewer than the number of required hires for the current fiscal year.

If you believe that you are eligible for either a partial or complete exemption, you must submit a Request For Modification of Hiring Requirement Form (*included in this mailing*), no later than thirty (30) calendar days after the end of the current fiscal year. Business Link will review your request and notify you regarding their decision within 30 days.

### **Best Efforts**

At the end of each fiscal year, Business Link will, in consultation with your Contracting Agency, notify you as to whether the hiring requirements were met. If you have failed to meet the requirements, you may seek a modification to waive your unmet requirements if you can demonstrate that that you have made Best Efforts to meet the hiring requirements. Remember, Business Link is here to provide you with qualified candidates, and will never require you to hire an individual who is not qualified for your openings. Evidence that you have demonstrated Best Efforts to meet the HireNYC: Human Services hiring requirements include, but are not limited to the following:

- Submission of job postings to Business Link of open positions and their minimum qualifications within the contractor's organization; and
- Interview of candidates referred by Business Link; and
- Provision of feedback to Business Link regarding candidates interviewed and/or evaluated.

If you failed to meet the hiring requirement and did not utilize Business Link, you can still demonstrate that you made best efforts to meet your requirement. To do so, you may send a list of individuals interviewed, who have signed a consent form, via Hire Sheet to Business Link to verify that the individual was receiving PA at time of hire. In this event, the following information of best efforts to Business Link as evidence of:

- The names, addresses, and telephone numbers for each PA recipient interviewed; and
- A job description and the specifications of the position(s) PA recipients were interviewed for; and
- An explanation detailing why any individuals identified by the Contractor to be PA recipients were rejected for that position

If you believe that you can demonstrate Best Efforts, you must submit a Hiring Modification Request Form within thirty (30) calendar days after the end of the Fiscal Year.



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Within sixty (60) calendar days of: (i) the commencement date of the Contract; or (ii) the date of program start (e.g., shelter opening), whichever date is later, and any subsequent anniversary date of the commencement date of this Contract, Contractor shall submit an Implementation Plan detailing how the Contractor will meet the hiring requirements of HireNYC: Human Services.

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check all agencies that you currently have contracts with:  HRA  ACS  DHS  
 DYCD  DFTA  DOHMH  SBS

**SUBMIT COMPLETED FORM TO:** Business Link  
123 William Street, 6<sup>th</sup> Floor, New York, NY 10038  
**OR** email to [HireNYC-HumanServices@hra.nyc.gov](mailto:HireNYC-HumanServices@hra.nyc.gov)

### STAFFING

*This section is designed to help you think about the types of positions you will be hiring for over the coming year.*

1. What is the nature of your services? (For Example: Home Health, Child Care, Transitional Housing, Homeless Shelter, Case Management)

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\_\_\_\_\_

2. How many of your staff currently work in New York City or the surrounding region? (Include your entire workforce, not just those positions funded by City contracts.)

\_\_\_\_\_

3. How many of these positions are entry level positions? \_\_\_\_\_

4. Please complete the following table with information about the types of positions you may be hiring for:

<b>Position</b>	<b>Current Number of Employees In That Position</b>	<b>Projected Number of Openings Through 06/30/19</b>	<b>Is Hiring Continuous, Seasonal or As Needed</b>	<b>Actual, Range or Estimated Number of Hours Worked Per Week</b>	<b>Minimum Degree or Certification Required</b>	<b>Expected Month(s) of Hire</b>

Please see Appendix if you need additional space.

**RECRUITMENT:**

*This information will help Business Link understand how you typically recruit for openings, and how you would like to work with Business Link to fill your openings.*

1. How do typically you recruit for your open positions? Please check all that apply.

- Internet Ad Posting
- Employment Agency
- Social Networking
- Other \_\_\_\_\_

2. If you plan to use multiple recruitment resources in addition to Business Link, how will you track which job candidates were referred to you by Business Link? *This is important because Business Link will ask you to demonstrate Best Efforts by reporting back on the candidates we refer to you.*

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3. Is your hiring done centrally?

- Yes
- No

4. In the event that hiring is done through multiple or satellite offices, how will you ensure that each office is made aware of Business Link referrals?

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5. What is your preferred recruitment method? Please check all that apply.

*This will help Business Link prepare to develop a recruitment process that aligns with your regular hiring process.*

- We collect resumes
- We collect cover letters
- We conduct interviews
- We will need Business Link to pre-screen candidates based on specific background checks

**CONTACT INFORMATION:**

1. Who is the contact person at your organization who will notify Business Link with information regarding your new hires and/or job vacancies during the Fiscal Year? If this will be different people, please list all:

Name	Position	Telephone Number	Email

2. If your hiring is done through multiple or satellite offices, please fill in the appropriate contact information for each site below.

Organization Branch	Name	Position	Telephone Number	Email

**SUBCONTRACTORS:**

1. Do you have contractual agreements with 3<sup>rd</sup> party organizations? *You are allowed to meet your hiring requirement by having your Subcontractors hire PA recipients, as long as they are not counting those hires towards the HireNYC: Human Services commitment that they may have.*

Name of Subcontractor	Services Contracted For	Duration of Contract	Contract Amount

**COLLECTIVE BARGAINING:**

Does a current collective bargaining agreement exist which covers all or some of your entry level positions and limits your organization to a hiring pool which does not include Public Assistance Recipients? *This may impact your hiring requirement.*

- Yes     No

If so, please list the positions impacted, and the type of agreement that exists.

Position: \_\_\_\_\_

Type of Agreement: \_\_\_\_\_

Please attach documentation.

**ADDITIONAL CHALLENGES**

Please let Business Link know what challenges you might face in meeting your HireNYC: Human Services hiring goal, so we can prepare to support you.

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**APPENDIX**

**Continuation of Staffing Section, Question 4.**

<b>Position</b>	<b>Current Number of Employees In That Position</b>	<b>Projected Number of Openings Through 06/30/19</b>	<b>Is Hiring Continuous, Seasonal or As Needed</b>	<b>Actual, Range or Estimated Number of Hours Worked Per Week</b>	<b>Minimum Degree or Certification Required</b>	<b>Expected Month(s) of Hire</b>