

**CIRCULAR**

**Date:** February 4, 2014

**CIRCULAR NUMBER:** EIA #2014-08

**Alternate Program(s):**

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**To:** Community Social Service Supervisors/Program Managers

**Subject:** **Obligations for Seeking Employment/Work Expectations**

**Reference:** Regulation, Section 1(1), **definitions**, and Sections 10(1) to (3), Admin Manual 6.5.3, Circular #2014-06(Roles and Responsibilities) circular 2013-42 (ETA)

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**Type:**                       Policy    Replaces # \_\_\_\_\_  
                                   Procedure  
                                   Rate  
                                   Information Only

**Effective Date:**        Immediately

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This circular will clarify the department's regulations and policy around Work Expectations and Deferral of Work Expectations.

In all circumstances, the case coordinator / counsellor will work with the participant to develop the appropriate Action Plan/Personal Job Plan based on that person's particular circumstance. Staff now have the Employment and Training Assessment (ETA) tool to aid in identifying participant strengths and service needs, to inform the training and education plan and the services essential for success and independence.

Announced April 23, 2013, Manitoba's Strategy for Sustainable Employment and a Stronger Labour Market outlined modernizing efforts to shift the EIA Program to focus on labour market re-entry, where possible. The strategy outlines the EIA program's renewed focus on helping people gain knowledge, skills, qualifications and supports to succeed in the workforce through a positive, supportive approach.

**Employability Enhancement Measures**

Under the EIA Act and Regulations and as outlined in the EIA Administrative Manual, those participants for whom Work Expectations apply\* are obligated to undertake employability enhancement measures that may lead to employment. As defined in Regulation such measures may include one or more of the following:

- a. active employment search,
- b. employment preparation programming,
- c. vocational or other employment-related training,
- d. educational upgrading,
- e. rehabilitative treatment or programming,
- f. employment referral or placement,
- g. placement in an employment program.

\*See Admin Manual sections 6.1.8 and 6.3.5 for information about who is subject to Employment Expectations.

Work Expectations are satisfied by the undertaking of any of these measures. As such the EIA program has moved away from using language that would suggest people are deferred from a work expectation while participating in employment training/education as a part of their action plan.

**For participants assessed as employment training ready**, a referral to Employment Manitoba for exploration, development and implementation of an employment plan fully satisfies the work expectation. EIA staff are no longer required to take any additional action in the development of the employment and training plan, nor impose any additional expectations such as referrals to programs or job search expectations.

EIA staff will continue to develop action plans leading to employment/training readiness for those **participants with barriers** that preclude a referral to Employment Manitoba. As suggested earlier, the action plan should be person centered and tailored to the needs identified in an assessment. Participation in programming that is responsive to the presenting barriers, be it pre-employment, life skills, addiction treatment, anger management rehabilitation etc, satisfies the work expectation, without the requirement that the participant seek or engage in employment.

### **Deferred Work Expectations**

Work Expectations can be deferred in accordance with section 6.5.3 of the Administrative Manual for those unable to immediately focus on employment. Some circumstances that might result in the deferral of employment expectations include:

- Temporary inability to work due to physical or mental health problems
- Family Violence
- Special-needs children over six years of age
- Compassionate Care Leave
- Unavailability of resources to support the participant's action plan.