



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

Local Content Policy

A unique feature of Illinois workNet™ is the ability to access local and statewide work support resources and services all in one location via the Internet. Illinois residents and businesses can find information relative to their area based on their geographic location.

In order to provide local information, in each Local Workforce Investment Area (LWIA) selected staff are given access and support to publish to Illinois workNet local content areas. To assist LWIAs with maintaining the quality and consistency of local information, this Local Content Policy has been developed. The purpose of this policy is to provide a framework for adoption by Local Workforce Investment Boards (LWIB) in tandem with their Local Workforce Investment Area (LWIA). This policy may be adopted as written or modified, while keeping the intent of the policy to uphold standards to ensure that those who use Illinois workNet will find the quality and consistency of information published to the Portal of value and within the purpose and goals of Illinois workNet.

At the local level, content managers are designated as either authors (individuals who may access the content manager publishing tool to publish local information) or editors (individuals who may access the content manager publishing tool to publish local information, and approve postings by authors as well as their own postings to be published to the Portal).

Local areas must designate LWIA staff as editors but may select to have LWIA staff and Partners as authors. Either way, the LWIA will have a process in place to:

- determine individual content managers and their designation (author or editor)
- assure all organizations whose staff have access to the content manager publishing tool understand their role and are provided a clear line of communications
- require all organizations whose staff have access to the content manager publishing tool agree to the terms of usage and sign the Illinois workNet Local Content Policy adopted by the LWIB and LWIA
- identify local content across Partners and other organizations and keep the information current

Local Content Policy

A. Illinois workNet Standards

All local information published to the Portal must support the goals of the Portal. Some of the goals are through virtual access:

- enable individuals and businesses to benefit from access to Web-based workforce services to include Universal Core Services and information that, in the past, were typically provided through physical locations
- streamline access to workforce-related resources and services through a customer friendly interface
- bring together career resources and economic development
- maintain a high level of information quality
- support a dynamic environment that assures current and relevant statewide and local information
- be accessible to all Illinois citizens

B. General Guidelines

- All information must be accurate, grammatically correct, and up to date. Expired information should not remain on the Portal.
- All links must work and be to Web site information that is relevant to the purpose and goals of the Portal and require minimal, if any, registration.
- All images must be within the content manager's graphic specifications and represent the goals of the Portal.
- Local information is placed in the appropriate posting area.
- LWIAs may not charge not-for-profit organizations for advertising services on Illinois workNet.

C. Workforce Investment Act (WIA) Policy

LWIAs may charge for the use of local banner space according to WIA regulations stated at 667.200(a)(5) and Administrative requirements which govern WIA stated at (http://www.dol.gov/dol/allcfr/Title_20/Part_667/20CFR667.200.htm), as long as it falls within the guidelines of the inclusion and exclusion policy.

WIA regulations state at 667.200(a)(5)

(5) The addition method, described at 29 CFR 95.24 or 29 CFR 97.25(g)(2) (as appropriate), must be used for all program income earned under WIA title I grants. When the cost of generating program income has been charged to the program, the gross amount earned must be added to the WIA program. However, the cost of generating program income must be subtracted from the amount earned to establish the net amount of program income available for use under the grants when these costs have not been charged to the WIA program.

Illinois workNet Purpose

Illinois workNet is a unique, free, and user-friendly online resource that provides career, education, and work support information for all Illinois residents and businesses.

For individuals seeking career information or employment, Illinois workNet provides information on job opportunities and career, education, and work support services.

For businesses, Illinois workNet provides assistance to recruit workers, find training resources, and access other types of assistance to remain competitive.

Illinois workNet aims to cultivate a well-trained workforce by providing valuable resources for the state's businesses and citizens, creating a solid foundation for a thriving 21st century economy.

D. Local content that can be INCLUDED in Illinois workNet:

- All local information published to the Portal must support the goals of the Portal. Event information or services that are provided to the community to support finding a job, exploring careers and education/training, and locating work support information can be published to the Portal. Information published on the Portal can come from any of the following entities:
- Federal, state and local government offices and nonprofit community-based agencies that provide a community service
- Organizations such as professional organizations, churches, social clubs, social or fraternal organizations and civic groups that offer a service for the community-at-large which is not restricted to their members
- Public and private housing providers that offer subsidized or below market rent apartments
- For profit businesses that offer a unique service which is not widely offered by the nonprofit community, such as board and care facilities, sober houses, companies that modify motor vehicles to accommodate drivers with disabilities
- Hotlines, help lines, information lines and information and referral lines that are administered by a nonprofit or government entity
- School districts, colleges and universities, within Illinois and states that border Illinois
- Consumer protection and basic business services that are either government designated or contracted
- Comprehensive and specialized information and referral services
- For-profit agencies that provide free or low-cost services
- Commercial, for-profit, or not-for-profit businesses that are advertising open staff positions

E. Local content that is EXCLUDED from Illinois workNet:

Events, promotions, or services that are published on the Portal:

- may not be illegal, obscene, threatening, defamatory, invasive of privacy, infringing of intellectual property rights, or otherwise injurious to third parties or objectionable
- may not consist of or contain software viruses, political campaigning, direct or indirect lobbying, religious campaigning, commercial solicitation, chain letters, mass mailings or any form of "spam"

F. Organizations that are EXCLUDED from Illinois workNet:

- Agencies or groups that misrepresent their services in any way
- Agencies or groups that deny services on the basis of color, race, religion, sexual preference, or nationality
- Agencies or groups whose service is illegal
- Agencies or groups whose services cannot be verified
- Agencies or groups that have credible or serious complaints about their service registered against them
- Commercial or for-profit products or services such as selling a car, advertising products

Illinois workNet Privacy Policy

Individuals and businesses that provide personal information to Illinois workNet for the purpose of setting up an account are protected by the Privacy Act of 1974, as amended (5 U.S.C. 552a). This Act requires Illinois workNet to notify end users that the Privacy Act protects the information they are providing. Further, Illinois workNet parties will not share any personal information with any other organization or individual unless required by Department of Justice or by a court in connection with litigation. To learn more about the Illinois workNet Privacy Policy visit http://www.illinoisworknet.com/vos_portal/residents/en/admin/privacyPolicy.htm

Data Security

The Illinois WorkNet system provides security for end user data. Secure Socket Layer (SSL) is used when a user enters any personal data, from registering, to logging into the application, and any updates to personal information. SSL ensures sensitive user data such as a password or SSN is encrypted when being transmitted from the client browser to the server and back. The data is stored in a secure database within a secure datacenter.

Local Content Policy Agreement

Illinois workNet sites agree to use the adopted Illinois workNet Local Content Policy and understand that the site must meet all specified requirements.

LWIA Contact Information

Name:

Address

Email:

Phone number:

Fax:

Partner Site Contact Information

Name:

Address

Email:

Phone number:

Fax:

LWIA Signature / Date

LWIB Signature / Date

Partner Site Signature / Date

Send a copy of signed policy to:

Illinois workNet SIUC Office
2450 Foundation Drive, Suite 100
Springfield, Illinois 62703-5464

Phone: 217-786-3010

E-mail: Info@illinoisworknet.com

Fax: 217-786-3020

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