

VETERANS EMPLOYMENT COMMITTEE HANDBOOK



This handbook provides Veterans Employment Committee (VEC) members, Employment Development Department (EDD) staff, employers, and others information on policies and objectives of state and local VECs as well as duties and responsibilities of its members.

Membership on a VEC indicates a commitment to address veterans' employment and training opportunities and concerns. It is important for all members to attend meetings on a regular basis so they may share and receive updated information on issues that affect employment of veterans.

Involved and pro-active VEC members can make significant contributions towards improving the employment and training opportunities within their communities, state, and nation.

INTRODUCTION

Federal law requires the United States Department of Labor (USDOL) to include a service dedicated to securing employment for veterans. The USDOL appoints a Director (DVET) and Assistant Director(s) (ADVET) to monitor each State's employment service to ensure satisfactory levels of service are maintained.

In most communities, EDD has specially trained staff to assist veterans in their search for employment.

POLICY

It is the policy of the EDD to encourage veterans' organizations and others interested in the employment of veterans to serve and actively support and participate in local and regional VECs. These groups are excellent sources to contact for advice and consultation.

The EDD will:

- Provide veterans with maximum job opportunities through the use of total employment service staff and facilities.
- Develop job opportunities for all veterans.
- Give priority in selection and referral to qualified veterans.
- Inform veterans of the rights and benefits pertaining to employment which are available to them through governmental and community agencies.
- Cooperate with employers in establishing on-the-job training programs for veterans.
- Provide employment and unemployment insurance information to military personnel scheduled for separation from the Armed Forces.
- Supply other governmental agencies, employers, organizations, and workers with technical and statistical information required for on-the-job training programs.
- Enlist the cooperation of veterans' organizations in promoting employment and vocational adjustment programs for veterans.
- Cooperate with Department of Labor Veterans Employment and Training Service (VETS) staff.
- Provide intensive and additional employment services by Veterans Program staff for those veterans in need.

LOCAL VEC PROGRAM

Veterans' organizations are excellent sources of advice and support for EDD's veterans services program. Local office management and Veterans Program Staff may wish to contact veterans' organizations, including County Veterans Service Officers, American Legion, Veterans of Foreign Wars, Disabled American Veterans, American Veterans of World War II, Korea, and Vietnam, Fleet Reserve Association, United Veterans Councils, and Veterans Advisory Councils to arrange for organization of VECs in areas where they can assist EDD with its veterans employment program.

Local VEC participation should also be extended to representatives from local Workforce Investment Areas (WIA), Employer Advisory Councils (EAC), Community-Based Organizations (CBO), local members of the Veterans Committee of the California Employer Advisory Council (CEAC), and representatives from local and state governments. The VECs located near active duty military bases should make every effort to include membership from those installations to coordinate job fairs and other employment opportunities.

Veterans' organizations will designate representatives to participate in the local VECs. **All officers** including committee chairpersons, recorders, or any other appointed position, with the exception of the secretary, will be exclusively selected from non-EDD members. Staff from EDD **may** serve only as secretary to the VEC, but are not obligated to do so.

The EDD staff attending VEC meetings on state time will participate as **nonvoting members** of the VEC. The EDD staff may **not** serve as proxies to vote for VEC members who are unable to attend meetings.

Note: The EDD veteran representatives attending VEC meetings should provide a report to the VEC regarding local field office/One-Stop activities. Additionally, EDD veteran representatives that attend VEC meetings should provide their manager a summary of the activities and actions of the VEC meeting. Attendance by all EDD veteran staff is not mandatory.

OBJECTIVES OF THE LOCAL VEC

- Provide a "clearinghouse" for questions, complaints, and recommendations concerning effectiveness of employment services available to veterans and eligible persons at the local level.
- Encourage employers from the public and private sectors to list job openings with local EDD offices and participate in employment programs.
- Publicize the importance and advantages of hiring, training, and retraining qualified veterans and emphasize EDD's priority services to veterans.
- Encourage organized veterans' groups and individuals to report all job openings to EDD field offices.
- Form action committees to review local veterans employment issues and submit recommendations and comments on position papers to appropriate entities.
- Assist individuals or organizations who may have questions, complaints, suggestions, or recommendations on the employment services being provided to veterans by EDD.
- Prepare grant requests to veterans' organizations and public and private sector organizations for funding and in-kind donations to use for transportation, tools, licenses, job interviews, job fairs, "Veteran Appreciation Month" activities, etc., as appropriate.

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- Confer regularly with field office managers and/or staff on policy matters.
 - Review departmental operating procedures as they apply to veterans and notify field office managers of infringements or violations.
 - Assist field offices in developing jobs by encouraging employers (through LWIAs, EACs, etc.) to use EDD.
 - Initiate and prepare resolutions which will promote legislative action to augment and support needed services to veterans.

RESPONSIBILITIES OF VEC MEMBERS

- Regularly attend and actively participate in meetings.
- Become familiar with EDD field office procedures and meet the manager and veterans program staff.
- Keep own organizations updated and informed about employment-related activities.
- Be alert to actual job opportunities for veterans.
- Help promote job openings for veterans by contacting employers, business associates, fraternal groups, organized labor, government agencies, neighbors, and friends.
- Volunteer to serve on other employment related committees, panels, and councils to ensure that veterans and veterans' issues are considered.
- Act as a central point of contact between the VEC and EDD by conveying constructive comments or recommendations to EDD staff on improving services to veterans.

REGIONAL VETERANS EMPLOYMENT COMMITTEES

The two regional VECs in California are designated as Northern and Southern. It is important that local committees organize regionally to establish and maintain effective communication with EDD staff.

Regional officers elected from local VECs may be formed into Regional Executive Committees. An EDD office manager, and Veterans Program Representatives may be appointed as secretary. This person will help coordinate activities between EDD and the VEC and assist in arranging periodic regional meetings.

CALIFORNIA STATE VETERANS EMPLOYMENT COMMITTEE

The goal of the State VEC is to work toward the full employment of qualified veterans. The committee is comprised of the regional VEC officers and representative(s) from the EDD.

NOTES:

Field Office: _____

Address: _____

Manager: _____

Veterans Representatives: _____

Telephone: _____

Fax: _____

E-mail: _____

Field Office: _____

Address: _____

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STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT
www.edd.ca.gov

EDD is an equal opportunity employer/program.
Auxiliary aids and services are available upon request
to individuals with disabilities.