



## **CUSTOM FIT PROCEDURES — SECTION 700**

NUMBER: **701A**

SUBJECT: CUSTOM FIT

LAST REVIEWED: OCTOBER 25, 2017; NOVEMBER 27, 2018; 1/30/2020

EXECUTIVE STAFF REVIEW: OCTOBER 30, 2017; NOVEMBER 28, 2018; 2/18/2020

### **701A.1 DEFINITIONS**

Custom Fit:

Custom Fit is a statewide training program created and funded by the legislature. This unique program offers companies and their employees the benefit of state-of-the-art training and development, customized to meet their specific needs.

Qualified Company:

For the Mountainland Region, a qualified company is one that is for-profit, and resides in Utah, Wasatch or Summit County.

### **701A.2 CUSTOM FIT PROCEDURE**

- 1.1. Companies, in consultation with Custom Fit, determine their training needs.
- 1.2. For each subject or class, a training provider is selected in consultation with the company. Custom Fit has the final say on who is selected.
- 1.3. The training provider sets their own rate, but Custom Fit will often negotiate a reduced rate. Custom Fit will then discount that rate and provide it to the company.
- 1.4. Dates and times are set with the training provider and the company.
- 1.5. The Custom Fit representative enters the following information into the Custom Fit Database:
  - The training to be provided
  - The type and purpose of the training
  - The dates & times of the training
  - The location of the training
  - The training provider
  - The actual cost of the training
  - The Company Contribution the company agrees to pay

- 1.6. Custom Fit sends the company a Training Agreement outlining the training.
- 1.7. The company signs the agreement and returns it to Custom Fit prior to the start of class.
- 1.8. During the training, roll is taken and given to Custom Fit along with the names of those being trained and the last four digits of their SSN. That information is entered into the database.
- 1.9. Once training has ended:
  - The training provider sends an invoice to Custom Fit for payment
  - Custom Fit submits that invoice to Finance for payment
  - Custom Fit enters student information and attendance hours into the database
  - Custom Fit provides Finance the information needed to invoice the company for their Company Contribution

### **701A.3 FINANCIAL GUIDELINES**

- 2.1 Custom Fit refers to these as “guidelines” and not “policies” to provide flexibility to handle individual cases and exceptions based on each unique training situation.
- 2.2 Each company agrees to pay a portion of the cost of the training. That portion, based on UTech policy, is at least 50% of the cost of the training.
- 2.3 MTECH Custom Fit sets Company Contribution percentages based on various factors from a minimum of 50% up to 90%. Each year Custom Fit creates a graduated scale for determining a suggested company contribution based on these factors:
  - Companies should pay a higher percentage for more expensive classes.
  - The greater the cost of the class, the greater the percentage the company pays.
  - Companies that use more Custom Fit funds than others during the fiscal year, should pay a higher percentage for additional training.
  - An increased percentage can be charged for:
    - A materials-only class
    - A 3<sup>rd</sup> party online class
    - A public class
  - Individual rates can be set for various Custom Fit open enrollment classes
  - A lower rate can be set for new companies using Custom Fit for the first time

### **701A.4 CUSTOM FIT REPORTING**

- 3.1 Custom Fit reports quarterly to the Utah System of Technical Colleges (UTech).
- 3.2 That report is in the form of two spreadsheets produced from the Custom Fit Database.
  - Data Elements on that report include both company and employee information:
    - Company information:
      - Company Name
      - Type of Company
      - Amount spent for training
      - Company Contribution paid by company

- Number of employees trained
- Hours of training
- o Employee information:
  - Employee Name
  - Classes Taken
  - Dates of Training
  - Instructor
  - Hours of training received