

Area 14 Workforce Development Board

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Labor Exchange Activities Policy

Area 14 Policy 14-24

Effective: May 6, 2026



Workforce Development Area 14
Athens, Meigs & Perry Counties

A proud partner of the American Job Center network

I. Purpose

The purpose of this policy is to establish guidelines for conducting labor exchange activities within Area 14 in alignment with [WIOAPL 24-03 – Guidelines for Conducting Labor Exchange Activities](#).

Labor exchange activities support employer engagement and job seeker placement through coordinated services delivered via the OhioMeansJobs (OMJ) system.

II. Policy Statement

Area 14 Workforce Development Board (WDB) ensures that labor exchange activities are delivered in a consistent, compliant, and customer-focused manner across all OhioMeansJobs centers within the local area.

Labor exchange services shall:

- Support both employers and job seekers
- Be delivered through the OhioMeansJobs.com system
- Align with WIOA, Wagner-Peyser, and partner program requirements
- Be administered in a manner that is fair, nondiscriminatory, and business-driven

III. Definitions

Labor Exchange Activities

Services that connect job seekers to employment opportunities and assist employers in finding qualified candidates. These include job postings, referrals, resume searches, and recruitment support.

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Job Order

A request from an employer for assistance in filling a job vacancy, entered into OhioMeansJobs.com.

Employer Services

Services provided to businesses including recruitment assistance, job matching, and workforce solutions.

IV. Required Use of OhioMeansJobs.com

All labor exchange activities conducted by Area 14 staff and partners must utilize **OhioMeansJobs.com** as the primary system for:

- Posting job orders
- Searching resumes
- Matching job seekers to employers
- Documenting labor exchange activities

This aligns with state requirements mandating use of Ohio's labor exchange system.

V. Labor Exchange Services

A. Services to Employers

Area 14 OMJ centers shall provide, at a minimum:

- Assistance in developing job orders
- Posting job openings in OhioMeansJobs.com
- Screening and referral of qualified candidates
- Assistance with recruitment events (e.g., job fairs)
- Support for hard-to-fill positions
- Workforce planning and layoff assistance

These services may be delivered in coordination with workforce partners.

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B. Services to Job Seekers

Labor exchange services available to job seekers include:

- Job search assistance
 - Resume development and posting
 - Job matching services
 - Career counseling
 - Referrals to employment opportunities
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VI. Job Order Review and Processing

A. Acceptable Job Orders

OMJ staff shall accept job orders that:

- Comply with federal, state, and local laws
 - Do not violate equal opportunity or nondiscrimination requirements
 - Offer legitimate employment opportunities
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B. Refusal or Discontinuation of Services

Area 14 reserves the right to refuse, limit, or discontinue labor exchange services to employers when:

- Job orders are discriminatory or unlawful
- Wages, conditions, or job requirements are not reasonable
- The employer provides false or misleading information
- There is evidence of fraud or unsafe working conditions

This aligns directly with WIOAPL 24-03 guidance on employer service limitations.

VII. Partner Roles and Coordination

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Labor exchange activities may be delivered by multiple workforce system partners, including:

- Wagner-Peyser staff
- WIOA staff
- Veteran service representatives
- OMJ center operators
- Other workforce partners

Note: Labor exchange activities funded through Wagner-Peyser must be delivered by state merit staff.

VIII. Equal Opportunity and Nondiscrimination

All labor exchange activities must comply with:

- Equal Opportunity (EO) requirements
 - Nondiscrimination laws
 - Veteran priority of service requirements (when applicable)
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IX. Documentation and Data Entry

All labor exchange activities must be:

- Entered into OhioMeansJobs.com
 - Documented in appropriate case management systems (e.g., ARIES, as applicable)
 - Maintained for monitoring and reporting purposes
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X. Monitoring and Oversight

The Area 14 WDB shall:

- Monitor labor exchange activities for compliance
- Ensure consistency across OMJ centers

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- Provide guidance and technical assistance as needed
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XI. Effective Date

This policy is effective immediately upon approval by the Area 14 Workforce Development Board.

XII. References

- Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128
- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.)
- 20 CFR Part 652 – Establishment and Functions of State Employment Service
- 20 CFR Part 653 – Services of the Employment Service System
- 20 CFR Part 658 – Administrative Provisions Governing the Employment Service System
- 29 CFR Part 38 – Nondiscrimination and Equal Opportunity Provisions under WIOA
- WIOAPL 24-03 – Guidelines for Conducting Labor Exchange Activities
- Ohio Department of Job and Family Services – Office of Workforce Development Guidance
- OhioMeansJobs.com (State Labor Exchange System)