



# JSEC Newsletter

The Job Service Employer Committee (JSEC) works with and supports the services of the local Job Service and assists with community workforce development needs.

## Revised Form I-9

The USCIS released a revised version of Form I-9 on July 17. Employers must begin using the revised form no later than September 18.

Form I-9, also known as the Employment Eligibility Verification form, is used for verifying the identity and employment authorization of individuals hired for employment in the U.S. Completing Form I-9 is required and carries penalties for the employer for noncompliance.

### Remember:

- Employee must complete Section 1 no later than the first day of employment.
- Employer must provide, or make available, the Form I-9 instructions (15 printed pages or access to view electronically).
- The employer (or authorized representative) must complete Section 2 within 3 business days of the employee's first day of employment.
- The employer (or authorized agent) must physically examine, in the employee's physical presence, the unexpired, original document(s) the employee presents from the Lists of Acceptable Documents.
- The employer cannot specify which documents an employee may present.

Go to the following link to access Form I-9, instructions, handbook for employers, and additional information:

<https://www.uscis.gov/i-9>



## Hours Worked – 14 & 15 Year Olds

School is back in session!

A reminder for those businesses who employ 14 and 15 year olds: These young people may work 3 hours on a school day, 18 hours in a school week, and only during non

-school hours between 7 a.m. and 7 p.m. , except from June through Labor Day, when the evening hours are extended to 9 p.m. In addition, 14 and 15 year olds may work 8 hours on a non-school day and 40 hours in a non-school week.

For more information about child labor laws go to

[www.youthrules.dol.gov](http://www.youthrules.dol.gov)

## July 2017 Unemployment Rates

Nation*	4.3%	Dawson County	3.2%
Montana*	3.9%	McCone County	2.1%
*seasonally adjusted		Wibaux County	3.4%

## Career Fair Coming - November 1

Mark your calendars for Wednesday, **November 1, 2017** and plan to participate in the upcoming JSEC Career Fair. The event will be held in the Dawson County High School Gym from noon - 3:30 p.m.

High school students from Baker, Broadus, Circle, Ekalaka, Fairview, Glendive, Jordan, Lambert, Plevna, Richey, Savage, Terry, and Wibaux will be invited to visit.

This event is a great chance to promote your business' unique opportunities to the future workforce. Join us in providing stu-

dents with the opportunity to speak with employers, colleges, and military recruiters about their future and the steps they need to take to prepare for careers in a wide range of local and area occupations.

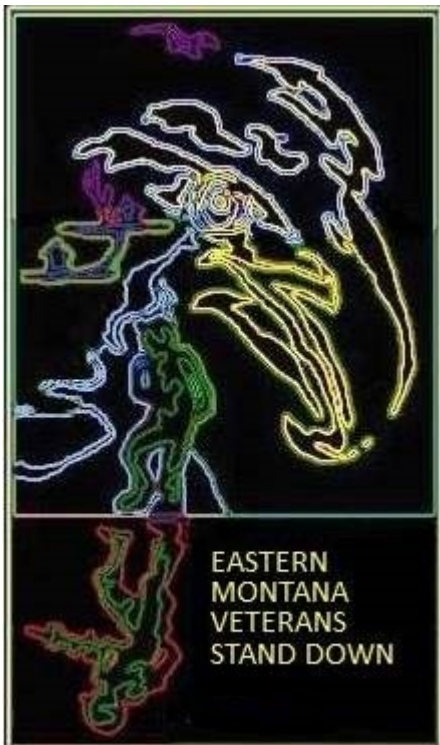
There is no fee to have a booth.

Anyone who is interested in contributing to the Career Fair in any way is welcome to contact a member of the Committee or call Job Service 377-3314.

Watch for additional information SOON!



## Veteran's Stand Down - September 23



The 8th annual Veterans' Stand Down will take place on September 23, from 9a–3p, at the Eastern Plains Event Center in Glendive.

All veterans and families of veterans are welcome.

Available services include veteran benefit information,

community services, medical screening and counseling.

Opening Ceremonies begin at 9a with lunch at noon.

For more information contact Amy Deines or Karen Ohlin at the Job Service Glendive office at 406-377-3314.

## JSEC - A Community Asset

The local Job Service Employer Committee (JSEC) is a powerful tool that ensures effective use of your tax dollar, influences how Job Service works, taps into educational and training resources, impacts programs to meet business needs, and provides a statewide network among employers.

The Glendive JSEC serves as an advisory board to Job Service, which has been proven to be a productive and effective public/private partnership. JSEC basically is local business people identifying and addressing the needs of their fellow business community members. The JSEC also serves as the advisory board to the Business Management Program at Dawson Community College. Members provide input to ensure the courses taught adequately prepare stu-

dents for the real world of work.

In 2014 the JSEC implemented a local Employer of Choice Awards Program which recognizes businesses that create great workplaces; three awards are given annually.

JSEC in Glendive sponsors low-cost, educational seminars right in town, saving travel and per diem dollars.

To enhance networking among business, individuals and public sector, JSEC sponsors the Connie Balcer Memorial JSEC Classic Golf Tournament annually.

JSEC youth activities include hosting a Career Fair every other year. In addition, JSEC awards up to three \$500 scholar-

ships to graduating seniors who intend to further their education at Dawson Community College fall semester following graduation. The scholarships are offered to Circle, Dawson County High, Richey and Wibaux County High School students. JSEC also awards one scholarship to a DCC sophomore.

The Glendive JSEC has been an asset to the community for nearly 30 years and continually seeks ways to contribute to the economic well-being of Glendive and the surrounding area. If you would like to become a member of this productive and useful group, please contact Amy Deines, Job Service Manager 377-3314 ext 203, Darla Handran, JSEC Coordinator 377-3314 ext 206, or any member.

### JSEC Members

John Paul Baker  
Baker Construction

Paul Hopfauf  
Montana-Dakota Utilities

Joetta Percy, JSEC Chair  
Glendive Medical Center

Stephen Schreiber  
Glendive Public Schools

Suela Cela  
Dawson Community College

Jerry Jimison  
City of Glendive

Carlana Quinn, JSEC Treasurer  
HKT Big Sky Motors

MaryAnn Vester  
BOSS Office Products

Mel Fohl  
First American Title Company

Traci Masau  
Dawson Community College

Cheri Reed  
Vocational Rehabilitation

Amy Deines  
Job Service Manager

Paula Frank, JSEC Vice Chair  
American Bank Center

Holly Micheletto  
Montana East Realty

Barb Roehl  
Dawson County

Darla Handran  
JSEC Coordinator & Newsletter Editor

Interested in becoming a member of JSEC?  
Call Job Service or any JSEC member.

211 South Kendrick  
Glendive, MT 59330  
Phone 406-377-3314  
Fax 406-377-5831  
Email: [glendivejsec@mt.gov](mailto:glendivejsec@mt.gov)



<http://glendivejobs.mt.gov>