

RETURN TO WORK Employers Frequently Asked Questions



Where am I going to find trainees?

A training order can be completed at the local NH Works Office. Contact the Employer Services Representative (ESR) nearest you.

What if the trainee is not a good match for the position I have?

The employer or the trainee may end the training opportunity for any reason. If employers have difficulty communicating their desire to terminate the training opportunity, they can contact the ESR at the NH Works Office for assistance.

Do I need to have a position available to participate in this program?

Yes. A full-time or part-time position (no less than 20 hours) must be available to participate in the program.

What am I obligated to provide the trainee?

A training opportunity where the trainee receives supervision based on a pre-authorized training plan.

Do I have to hire the trainee upon completion of the training opportunity?

No. There is no promise of a job.

What do I do if I have a change in the training plan?

You must notify NHES and get reauthorization.

What do I do if I hire the trainee? Or If I offer the trainee a job and the trainee refuses the offer?

You must notify NHES.

Do trainees have to train for my company or can I place them somewhere else?

They must train for the company that the training plan is authorized. Training plans shall only be authorized for employers who are providing direct training.

How will claimant and employer find out they are authorized?

NHES shall notify the claimant, employer and ESR at the NH Works Office. Notification shall include the starting date.

Can claimants have more than 6 weeks?

No. Claimants can participate in the Return to Work initiative up to 6 weeks, 24 hours per week maximum. A NHES week is Sunday through Saturday.

Can I hire the trainee for the additional 16 hours per week?

No. The intent of this program is to provide training to the trainees and provides employers the opportunity to observe the trainee's knowledge, skills and abilities.

How many trainees can one employer have at any given time?

An employer may have one trainee for each full-time or part-time job opening with a corresponding approved training agreement.

Who covers the trainee under Workers Compensation?

Workers Compensation is provided through New Hampshire Employment Security. One reason there is a 5 business day waiting period before any training opportunity can be approved is that we need to ensure that the training opportunity meets any criteria for coverage from the Workers Compensation carrier and that the trainee is covered.

How do I get more information about the Return to Work Program?

Contact your nearest Local Office:

NEW HAMPSHIRE EMPLOYMENT SECURITY OFFICES

151 Pleasant Street Berlin, NH 03570-2085
Phone: (603) 752-5500 Fax: (603) 752-5536

404 Washington Street (PO Box 180) Claremont, NH 03743-0180
Phone: (603) 543-3111 Fax: (603) 543-3113

45 South Fruit Street Concord, NH 03301-4857
Phone: (603) 228-4100 Fax: (603) 229-4353

518 White Mountain Highway. Conway, NH 03818-4205
Phone: (603) 447-5924 Fax: (603) 447-5985

149 Emerald Street, Suite Y Keene, NH 03431-3926
Phone: (603) 352-1904 Fax: (603) 352-1906

426 Union Avenue Laconia, NH 03246-2894
Phone: (603) 524-3960 Fax: (603) 524-3963

646 Union Street, Suite 100 Littleton, NH 03561-5314
Phone: (603) 444-2971 Fax: (603) 444-6245

300 Hanover Street Manchester, NH 03104-4957
Phone: (603) 627-7841 Fax: (603) 627-7982

6 Townsend West Nashua, NH 03063-1217
Phone: (603) 882-5177 Fax: (603) 880-5256

2000 Lafayette Road Portsmouth, NH 03801-5673
Phone: (603) 436-3702 Fax: (603) 436-3754

29 South Broadway Salem, NH 03079-3026
Phone: (603) 893-9185 Fax: (603) 893-9212

6 Marsh Brook Drive Somersworth, NH 03878-1595
Phone: (603) 742-3600 Fax: (603) 749-7515