Workforce and Career Pathways Information Sheet Law Notice to Employees

Chapter 9-5500

Provide Information on Jobless Benefits and Job Training Resources

Employer requirements:

Notify employees that they are entitled to the Workforce and Career Pathways Information Sheet upon separation from employment. The notice required must be in English and in any language that is the first language spoken by at least five percent (5%) of the workforce.

Provide the Workforce and Career Pathways Information Sheet to eligible employees upon separation from employment.

If the employer initiates the separation, the employer must provide the Workforce and Career Pathways Information Sheet to the employee at the time of notice of separation.

If the employee initiates the separation, the employer must provide the Workforce and Career Pathways Information Sheet 30 days after the employee's notification of separation or actual separation from employment in all other cases, whichever is earlier.

Any hiring entity, including any agency or person acting directly or indirectly in the interest of the hiring entity, who is in violation of Section 9-5503 shall be subject to a civil penalty not to exceed $300 for each offense.

This notice will serve as the Workforce and Career Pathways Information Sheet which includes information from Philadelphia Works on jobless benefits, career and technical skills training, educational opportunities, and other related information.

PHL Career Portal

An online training and resource hub where Philadelphia career seekers can enhance their job search, explore career pathways, and develop professional skills.

What does PHL Career Portal Offer?

The portal offers online learning that will strengthen your skills to compete for the job you want! You can access self-paced courses, live workshops, videos, resource handouts, links to external websites and more. This content may be in the form of live instruction, recorded sessions, or individual self paced modules.

What specific content can I access?

Sign up for on-demand courses and live workshops in:

- Job search and career planning
- Professional skills
- Digital literacy and adult education
- Industry exploration

Also, kick-off your future career through one of three course tracks in the Philadelphia Skills Forward initiative:

- Entrepreneurship
- Health Technology & Administration
- IT Customer Support

Contact PA CareerLink®:

Visit - https://www.pacareerlinkphl.org/

Email - info@pacareerlinkphl.org

Call - 933-750-5627

I'm having trouble accessing the portal- who can help?

For assistance, please email TechSupport@myphlcareerportal.org.

Who can use PHL Career Portal?

The portal is open for ALL Philadelphia job seekers. Think of the portal as a free, one-stop shop for digital content on career exploration and skill development. Content is accessible through computers, smartphones, and tablets. Users can access portal content from anywhere at anytime!

How do I sign up or register?

On your computer, phone, or tablet visit: https://mycareerportal.org .

Click 'Register'.

Complete the User Registration page by filling in the boxes.

Click the blue 'Register' box when complete.

Check your email for a link to complete your verified registration. Check your spam folder if the email does not appear. Click the link to finish your registration for the PHL Career Portal, and you're all set!

I need more support with career services- who can help?

Connect with PA CareerLink® Philadelphia today! Find services:

- Connect qualified job seekers to jobs.
- Trains individuals (18+)
- Builds literacy, technology, and job readiness skills.
- Access Veterans services.

Retaliation by employers is prohibited, regardless of employee's immigration status.

The Office of Worker Protections
215.686.0802
WorkerProtection@phila.gov

Employers
Request compliance assistance by contacting the Office of Worker Protections.

Employees
File a complaint by contacting the Office of Worker Protections.

Employees have six months from when the violation occurred to file a complaint.
Our office will not ask for identification or social security information.