

# WORK EXPERIENCE PROGRAM

## Policy #: T-11

Date of Last  
Revision:  
12.06.2018

**BACKGROUND:** One of the fourteen required WIOA youth program elements is Paid Work Experience. A paid work experience is a planned, structured learning experience that allows participants to work at a business, develop work readiness skills and, potentially, experience the environment similar to a career that interests them. This service will be suggested by case managers for those who are lacking a positive work history or are experiencing barriers to employment. The goal of the program is to provide participants with the opportunity to learn and develop soft skills, learn workforce competencies, explore careers and develop skills, all while earning an income.

Paid Work Experience is also a service that helps fulfill the 20% WIOA mandate that “local youth programs expend not less than 20 percent of the funds allocated to them to provide youth program participants with paid and unpaid work experiences.”

### POLICY:

- Participants can be placed in a non-profit organization, government agency, or for-profit, businesses.
- Participants can work 10 - 40 hours per week, for a maximum of 240 hours.
- Participants will be on the service provider’s payroll and paid an hourly rate of \$10.00.
- Participants will be paid bi-weekly. The service provider is responsible for Workers Compensation costs.
- Payroll costs for work sites are covered 100% by WIOA.
- The worksite must provide work readiness training that will enhance long-term employability for the participant, provide exposure to real work and help educate about the work readiness requirements for successful job retention.
- Work experiences must have academic and occupational components. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site.
- The work experience may be followed by an on-the-job training contract, assuming the worksite demonstrates an extraordinary training need and the participant is performing more advanced work than during the work experience.
- Work experiences are monitored by a business services representative and career planner throughout the duration of the work experience.
- Worksite representatives are required to sign an agreement before the participant can start work. The contract must include: the trainee's job description, skills to be taught, time frame for the training, who will be providing the training, and how the training will be taught.
- The timesheets/progress reports are to be submitted by the employer to the service provider in a timely fashion. The career planner and business services representative will work together to resolve any issues.
- Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.
- Consistent with WIOA § 680.840, funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

Policy Adopted:

Policy Revised: 03.16.2017; 12.06.2018

References: Workforce Innovation and Opportunity Act; DWD/DET, Workforce Innovation and Opportunity Act Program Guide; 2 CFR Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards