



## Workforce Development Board Mid-Ohio Valley

Policy # 22

**Subject: Work Experience / Internship / Transitional Jobs - Adult / DW**

Effective Date: October 31, 2016

**Purpose:** To establish a policy for Work Experience/Internship/Transitional Jobs for WIOA funded Adults and Dislocated Workers.

**References:** WIOA section 134 (d)(5); 20 CFR 680.180, 190, 195, 680.150, 680.900; Workforce WV WIOA Policy No. 03-16

**Background:** The Workforce Innovation and Opportunity Act allows internships and work experience/transitional jobs for adult and dislocated workers as part of Career service activities. Work experience or internships may be paid or unpaid and provided by an employer in the public, private non-profit, or private for profit sector. Work experience includes transitional jobs for the chronically unemployed, or for persons with an inconsistent work history and must be paid/subsidized.

Up to 10 percent of the combined total of adult and dislocated worker allotments may be used for transitional jobs.

**Policy:** Workforce Development Board Mid-Ohio Valley may budget up to 10 percent of WIOA funds to pay for work experience, including transitional jobs for adults or dislocated workers as appropriate, and as funds are available.

A contract outlining the parameters of the work experience/internship, including employer responsibilities, monitoring requirements and WIOA participant requirements will be developed between the employer and the WDB-MOV.

### **Definition**

**Work Experience/Internship** means a planned, structured, learning experience, linked to the individual's career goal, that takes place in the workplace for a limited period of time; can be paid or unpaid, and may be with a private for profit, non-profit or public sector employer (work experience includes transitional jobs). Fair Labor Standards Act applies.

Work experience may be a stand-alone activity, or may be combined with other individualized services such as: workshops, job search, an ITA, or OJT, and must be related to the customer's occupational/employment, and/or training goal. The funds paid out for the work experience/internship will not impact funds available for the individual training account.

*For guidelines related to Work Experience/Internship contracts see **Attachment 1**.*

**Action:** The WDB-MOV will develop MOU's or contracts with employers and/or training providers for work experience/internships, including transitional jobs as appropriate.

Where the training provider has a policy in place for work experience/internship, WDB-MOV will strive to work within the guidelines of said policy, and within the guidelines of WIOA. Where a conflict occurs, WIOA / WDB policy will override.

Contracts/MOU's will be written to govern the work experience with guidelines for the employer and WIOA customer.

**Expiration Date:** This policy shall be in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.

**Approved:    October 28, 2106                    LEO/WDB**

# Attachment 1

## Purpose:

1. Work experience/Internship/Transitional jobs functions as a workplace-values activity for acquiring behavioral competencies and /or knowledge of a specific occupation or job skills. Although an employer may also receive some benefit from the work experience /internship/transitional job, *the primary goal is to benefit the participant.*
2. The use of work experience/internship/transitional job should be based on an assessment and service strategy identified in an individual employment plan (IEP). Work experience may include, but is not limited to:
  - Instruction in employability skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS)
  - Exposure to various aspects of an industry
  - Progressively more complex tasks
  - Internship and job shadowing
  - The integration of basic academic skills into work activities
  - Transitional jobs
3. The **Transitional Jobs** program will include at a minimum:
  - a. Paid work experience (minimum 3 days per week)
  - b. Classroom training (soft skills, occupational skills, etc.)
  - c. Supportive services

## Training Guidelines

1. A contract between the WDB-MOV and the employer will be in place to govern the work experience. The contract will include:
  - A) The **training plan** for each individual must document how current skills/barriers were evaluated and how the length for the work experience was determined based on existing skills/barriers.
  - B) A **training outline** will be developed specific to the needs of the participant and attainment will be documented by the workplace/employer/supervisor.
2. Work Experience may be provided in occupational areas that are in demand in the region or part of regional sector strategies, AND are linked to the participant's career goal/training plan allowing the participant to
  - gain structured / supervised work experience in a demand field
  - develop the employment skills necessary to obtain and retain employment
3. Work experience should be encouraged in occupations providing upward mobility, and in skills leading to employment on the WDB-MOV Demand Occupations list.
4. Minimum wage will be paid up to 400 hours (10 weeks) for work experience, internship and transitional jobs for WIOA funded contracts.

5. Participants in work experience will be employed by the WDBMOV. Wages will be paid directly to the participant through the submission of time sheets documenting the hours worked, based on contract hours and the individual training plan.

## **Requirements**

To be eligible for the work experience/internship the WIOA registered customer must:

1. Maintain contact with case manager, monthly
2. Attend the required workshops
3. ITA customers participating in Work Experience/Internship must be placed in an occupation related to training and must have completed at least 50% of the required course work at 2.8 GPA or greater, or with permission from the Director.

To qualify for a **Transitional Job**, individuals must meet one of the following.

1. Is chronically unemployed
2. Has an inconsistent work history
3. Has barriers to employment

### **Conditions under which work experience shall not be approved:**

- Participant fails to complete all requirements prior to placement.
- Participant fails to maintain required contact with case manager prior to placement
- Jobs which would result in the displacement of any currently employed worker, including partial displacement such as a reduction in amount of non-overtime work.
- Jobs that, if filled, would replace any worker who is on layoff or involved in a labor dispute.
- Jobs that require licensing (except a driver's license) as a prerequisite to hiring. (Waivers may be granted on a case by case basis.)

### **The Employer Agrees to:**

- Accept for work experience a participant who does not have all the skills necessary to successfully perform the job.
- Train the participant in the area identified through the training outline, through a structured approach, monitor progress of participant and contact WFWV immediately with performance issues.
- Be in compliance with all appropriate state and federal tax requirements (WC, UI, etc.);
- Abide by applicable Equal Opportunity, OSHA and health regulations.