



## **Workforce Development Board Mid-Ohio-Valley**

**Policy #19**

**Subject: Youth Work Experience**

**Effective Date:** May 1, 2017

**Purpose:** To establish policy on requirements and benefits available under Workforce Development Board Mid-Ohio Valley funded Youth Work Experience

**References:** WIOA section 129(c)(2)(C) -129(c)(4), TEGL 23-14, TEGL 8-15, 20 CFR 681.590-681.640

**Background:** WIOA requires 20% of Youth funds to be expended on work experience for youth participants. Work Experience will provide the youth with opportunities to explore careers and develop skills.

**Policy:** Workforce Development Board Mid-Ohio Valley will make paid and unpaid work experiences available to participants enrolled/registered in the Career Advantage program. The work experience must correlate to the participant's career interests as defined in the participant's Plan of Action/Individual Service Strategy.

**Definition: Work Experience:** Is a planned structured learning experience that takes place in a private for-profit, non-profit or public sector workplace for a limited period of time; it can be paid or unpaid. The Work Experience must include academic and occupational education either concurrently or sequentially with the work experience. Fair Labor Standards Act and/or applicable state law apply.

### **Work Experiences may include:**

- 1) Summer employment opportunities and other employment opportunities available throughout the school year.
- 2) Pre-apprenticeship programs
- 3) Internships and job shadowing and
- 4) On-the- job training (OJT) opportunities
- 5) Occupational skill training

Each participant may take part in up to (3) paid career area work experiences, for up to 12 weeks per career area, for a maximum of 40 hours per week paying no less than minimum wage. Additional weeks of paid work experience may be authorized by the WDB Director or her designee on a case by case basis. Use Form in Attachment A.

### **Work Experience Pay Schedule**

Customers may be awarded a pay rate increase of 0.25 cents per hour after 8 weeks of work experience. The following work readiness skills must be met and documented to receive the pay increase:

- No unexcused absences for the 8-week work period.
- No more than 2 tardy arrivals to work site
- Positive evaluations received from work site manager
- Completion of additional training modules

\*If customer continues to a 2<sup>nd</sup> or 3<sup>rd</sup> work experience with the same work site, they will have the opportunity to increase pay by an additional 0.25 cents per hour. The 8-week evaluation criteria must be met each time to receive the increase in wage.

### **Training Guidelines**

Work Experience will allow the participant to

- gain structured / supervised work experience in a demand field
- explore career options
- make an informed career choice,
- develop the employment skills necessary to stay employed.

Work experience should be encouraged in occupations providing upward mobility, and in skills leading to employment on the WDB-MOV Demand Occupations list. Wages will be paid directly to the participant. Time sheets will be required to document hours worked.

### **The Work Site Agrees to:**

- Accept a participant who does not have all the skills necessary to successfully perform the job.
- Train the participant in the area identified through a structured approach, monitor progress of participant and contact youth case manager immediately with performance issues.
- Be in compliance with all appropriate state and federal requirements (Workers Compensation, Unemployment Insurance, etc.);
- Abide by applicable state and federal regulations including, but not limited to Equal Opportunity, OSHA, and health regulations.

### **Work experience shall not be approved if the Work Experience:**

- Would result in the displacement of any currently employed worker, including partial displacement such as a reduction in amount of non-overtime work.
- Would replace any worker who is on layoff or involved in a labor dispute.

**Action:** Work Force WV Center staff in Region 4 will make WIOA Career Advantage/youth program participants aware of the requirement/opportunity for work experience as part of their participation. The Workforce Development Board-Mid-Ohio Valley will develop an MOU with work sites for work experience to govern the work experience.

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

**Approved:**      October 28, 2016      LEOs/Board  
                         April 28, 2017              LEOs/Board

Attachment A



**Youth Work Experience  
Request for Additional Weeks of Training**

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Registration Date: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Name Address Phone

Employer approval of extension: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Case Manager Signature

I hereby grant an extension of \_\_\_\_\_ for the above named participant with the named employer in accordance with the WDB-MOV Youth Work Experience Policy #19.

\_\_\_\_\_  
Authorized Signature

Date