



## **EASTERN WORKFORCE INVESTMENT BOARD, INC.**

*Proudly serving Adair, Cherokee, McIntosh, Muskogee, Okmulgee, Sequoyah and Wagoner Counties in Oklahoma*

# **WORK EXPERIENCE AND SUMMER WORK EXPERIENCE POLICY AND PROCEDURE**

*Effective November 2007*

*Updated February 2, 2009*

EWIB is an Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities

### **TABLE OF CONTENTS**

CONTENT:	PAGE NUMBER
Purpose	3
Guidance	3
Policy	3
Definitions	4
General Provisions	4
General Requirements	5
Worksite Agreement Modifications	6
Numbering System	6
Skills Analysis and Evaluation	6
Time and Attendance	6
Forms	7

**PURPOSE:**

---

This issuance provides policy for the administration and oversight of customer work experience. It is the intention of Eastern Workforce Investment Board (EWIB) administration that this document conform to the pertinent legislation, regulation, state issued polices, and the Board's intent to provide quality customer services.

**GUIDANCE**

---

Since primary funding source for customer services is the Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth formula grants, **The Workforce Investment Act of 1998** (P.L. 105.220) and **810 20 CFR 652 Workforce Investment Act; Final Rules** will be used as the legislative and regulatory guidance for this document. Section **134(d)(3)** of **The Workforce Investment Act of 1998** (P.L. 105.220) grants legislative authority for intensive services for WIA participants. **§ 663.200(b) 20 CFR 652 Workforce Investment Act; Final Rules** gives regulatory guidance to the local board in regards to intensive services such as work experience.

**OETI #9-2003 Change 1** is the authority and resource used in the completion of the Worksite Agreement. The Worksite Agreement is to be used for Work Experience and Summer Employment assignments and must be completed and approved prior to the start of the Work Experience activity (*The Worksite Agreement is available on the EWIB website*).

**POLICY:**

---

1. Eastern Workforce Investment Board will ensure that intensive services such as Work Experience are provided to individuals who:
  - Meet the eligibility requirements for WIA;
  - Meet the criterion of the Local Priority Groups as determined by the Board which can be found in the current Priority of Services Policy at [www.easternwib.com](http://www.easternwib.com).
  - Are enrolled and actively participating in Core, Intensive and/or Training Services;
  - Have been determined after case management to need work experience to complete training or obtain/ retain employment; and
  - Are unable to obtain the work experience from another source or require WIA assistance in addition to other programs providing such service.
2. Eastern Workforce Investment Board will determine the annual budget available for intensive services such as work experience contingent on the approval of EWIB Finance and Executive Committees after receiving the recommendation of the Board Staff.
3. On behalf of the Eastern Workforce Investment Board, the Board Staff will develop procedures based on this policy that conform to the pertinent legislation, regulation, state issued polices, and the Board's intent to provide quality customer services in a timely manner.
4. Work Experience Procedures based on the policies of Eastern Workforce Investment Board or any future modifications to the Work Experience Procedures are not required to be reviewed by Eastern Workforce Investment Board, the Policy and/ or Executive Committees; however, the Work Experience Procedure may be reviewed and modified at the request of the Board, the Policy and/ or Executive Committees.
5. Any modifications to the Work Experience Procedures will be based on federal and state legislation, regulation, state issued polices, and Eastern Workforce Investment Board policies.

- 6. The adult and dislocated worker work experience program will be implemented through the integrated system of the Workforce Centers as described in the Service Delivery policies.**

**DEFINITIONS:**

Work Experience: An (intensive service) employment activity involving a time limited work assignment designed to develop specific job keeping skills and/or specific job skills. Work assignments shall include an evaluation of the skills developed during the assignment. (Skills Analysis and Evaluation of Skills forms attached).

This activity is designed to give the opportunity to learn specific and identifiable skills in a defined and more structured manner while minimizing the risk to potential employers. This is a paid employment activity in the public or private sector.

Work experience is provided to clients based on need determined by a Case Manager's assessment and provided for in the Individual Employment Plan/Individual Service Strategy (IEP/ISS) and documented in the program notes in Oklahoma Service Link (OSL).

Summer Employment Opportunities- Summer employment must provide direct linkages to academic and occupational learning, such as coordinating with school systems and/or school-to-work, and may provide other elements and strategies as appropriate to serve the needs of the participant. This service is not intended to be a stand-alone activity and should be part of a comprehensive strategy to address the youth's employment and training needs.

**GENERAL PROVISIONS AND REQUIREMENTS:**

Case Managers should seek employers and worksites that are committed to help WIA participants receive the experience and training that is required for employment beyond the training period. The employer(s) must be willing to work closely with WIA Case Management staff and notify them if issues or problems occur. Employers need to have some flexibility in working with participants who have issues that may be barriers to employment (transportation, childcare, personal adjustment problems, etc.) The case managers will help address these issues throughout the subsidized placement and, in some cases, into long-term employment.

**Adult or Dislocated Worker Work Experience:**

A Work Experience position for an **Adult or Dislocated worker** may be justified for eligible participants who have **little or no work** experience in select situations where an employer can offer a meaningful work experience. A Work Experience placement may be sequenced with or accompanied by other types of training. Persons Placed in a subsidized Work Experience position must be given the opportunity to learn the skills necessary for successful employment in the field. A Work Experience placement is an intermediate employment step toward the long-term goal of permanent unsubsidized employment.

For **public sector and/or private non-profit sector** employers, work experience assignments are limited to a period of up to **520** hours per WIA enrollment period. A participant may be allowed an opportunity at the same site or a second site for an additional 520 hours if the involved partners can justify the participants need and how the additional training hours will lead to unsubsidized employment.

For **private for-profit** employers, work experience assignments are limited to a period of up to **160 hours**. A participant may be placed at a second site for additional hours (not to exceed a total

of 520 hours during WIA enrollment) if it can be justified that the additional time will lead to unsubsidized employment for the participant.

### **Youth Work Experience:**

A Work Experience for a **Youth** is designed to enable them to gain exposure to the working world and its requirements. Work Experiences are appropriate and desirable activities for many Youth throughout the year. Work Experiences should help the Youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development rather than to benefit the employer.

A good **Youth** candidate for Work Experience is an eligible participant who shows needs identified by their objective assessment and his or her Individual Service Strategy. Youth work experience hours may vary depending on the circumstances of the Youth and can be as little as 10 hours per week or less as the need is indicated in the ISS.

The work experience needs of the youth will be determined based on the individual youth, their ISS and their existing work experience. The Work Experience needs of a younger youth may be different than that of an older youth. The Case Manager should evaluate the youth's needs prior to a Work Experience placement.

For **public sector and/or private non-profit sector** employers, work experience assignments are limited to a period of up to **520** hours. For **private for-profit** employers, work experience assignments are limited to a period of up to **160 hours** at each worksite. Youth participants may be placed at multiple worksites throughout their WIA enrollment as determined by their ISS.

### **Youth Summer Employment:**

Summer Employment is not intended to be a stand-alone program and must work in conjunction with at least one other goal established in the youth's Individual Service Strategy.

Summer Employment must include direct linkage to academic and occupational learning, and may provide other WIA elements and strategies as appropriate to serve the needs and goals of the participants. The educational component can be provided by the worksite supervisor, the case manager, the element provider or other WIB approved entity.

There is not a limitation regarding the amount of hours worked on a Summer Employment activity. The youth is eligible to work each summer of their active WIA youth enrollment period.

### **GENERAL REQUIREMENTS**

1. **Worksite Agreements** between the Eastern Workforce Investment Board and the Work Experience employer shall be used in this activity. A worksite agreement is required for each individual worksite. The **Youth Summer Employment** work crews at an individual site can utilize one Worksite Agreement in conjunction with the required list of itemized youth including funding stream. (Example: Worksite X has 11 IS Youth and 9 OS Youth all under one set of supervisors at one location)
2. Worksites will not use WIA participants to replace regular unsubsidized employees.
3. The hourly wage will be less than the starting wage for that particular or similar job with that employer. Otherwise, ONET will be used to determine the wage based on the job description

and duties. The EWIB Accounting Department is responsible for ensuring that participants will be paid at least the federal minimum wage.

4. EWIB will be considered the **employer of record** and will provide worker's compensation coverage to the participant.
5. WIA participants will be paid only for actual hours worked. No pay will be given for lunch breaks, holidays or absences. Overtime is prohibited.

#### **WORKSITE AGREEMENT MODIFICATIONS:**

---

Under certain circumstances it may become necessary to update or revise the Worksite Agreement. The Case Manager cannot make corrections or revisions to the Worksite Agreement; however, a Modified Worksite Agreement may be completed. When doing so, the case manager must type or write "Modified" on the Modified Worksite Agreement.

The signatures of the authorized EWIB official and the Case Manager are required on a Modified Worksite Agreement.

The Case Manager will insert a program note requesting the modification. The program note will contain the following elements:

- The date of the request
- What modification is being requested
- The reason for the modification

A copy of the Worksite Agreement and any modifications will be placed in the participant file and an additional copy will be given to the Worksite Supervisor. The **original** Worksite Agreement(s), related timesheets and backup materials will be maintained by the EWIB Accounting Department.

#### **NUMBERING SYSTEM:**

---

Each Worksite Agreement will be assigned a unique number by an authorized EWIB official. The number will include the type of contract, program year, county code, and number. The numbers will be tracked by the EWIB accounting department and EWIB program managers to avoid duplication.

#### **SKILLS ANALYSIS AND EVALUATION:**

---

A skills analysis must be completed for each participant placed in a work experience activity. Each skill to be developed must be listed on the Skills Analysis form. This form must be signed by the worksite supervisor (See form attached).

Skills listed should be attainments that will enhance the clients work history and assist them more in becoming more employable. An evaluation of the skills to be attained must be rated using the scale on the Evaluation of Skills form. This form is to be completed at the end of each pay period and signed by the worksite supervisor.

#### **TIME AND ATTENDANCE RECORD:**

---

The Case Manager must ensure the worksite has an acceptable method of recording participant hours. The attached time sheet will be used as the official time sheet for payment by EWIB.

The hours worked each week cannot exceed forty (40) hours. This section of the form must be completed in ink and does not allow for the use of ***“liquid paper,” “white out,” correction tape or other types of correction materials.*** To record changes on this section, the entry must be struck out, and the supervisor and the WIA participant must initial the change being entered. A supervisor and the WIA participant must initial any changes made to this section. As described in the assurances, the participant shall not be paid for lunch breaks, holidays, and absences. The Case Manager or supervisor must enter the day and month, actual date, the specific times (e.g. 8:00am – 12:00pm and 1:00pm – 5:00pm), and number of hours worked that date. If it is a date that is not applicable, enter “N/A” in that space. If the participant was absent, enter “E” for excused, or “U” for unexcused. Enter an “H” for holidays.

Summer Employment will pay the youth participants for time they spend working and the time spent performing WIA element associated academic activities.

The worksite supervisor must complete the performance section of the time sheet. This information will be used in determining worksite appropriateness and participants' job retention potential, skills, abilities and achievements. The time sheet must be signed and dated by the participant, worksite supervisor, Case Manager and the appropriate EWIB official.

Payroll checks for hours worked are only issued from the original approved time sheet. The time sheets are due to the EWIB accounting department according to the schedule attached to this policy.

### **Forms:**

---

The following forms are attachments to this policy:

- Worksite Agreement\*
- Daily Time & Attendance\*
- Time & Attendance Record\*
- Assurances and Conditions\*
- Skills Analysis\*
- Evaluation of Skills\*
- Participant(s) Worksite Schedule (as needed)
- Modified Worksite Agreement (as needed)
- Payroll Schedule (subject to change and funding)

\*Required Form

