

**West Central Region Local Policy**

<b>Subject</b>	<b>Effective Date</b>	<b>Revision</b>	<b>Policy Section</b>
Youth Work Experience Policy	3/26/2020	2	Programs

**Reference: OWD Issuance 07-2019**

**Work Experience** is a planned, structured learning experience that takes place in a workplace for a limited period of time and provides opportunities for career exploration and skills development. Work Experience may be paid or unpaid, as appropriate. A work experience workplace may take place in the private for profit sector, the nonprofit sector, or the public sector. Labor standards apply in any work experience environment where an employee/employer relationship exists (as defined by Fair Labor Standards Act). Work Experience is an 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. Work Experience is provided to youth based on need determined by a case manager’s assessment and provided for in the Individual Service Strategy (ISS) and documented in service notes in Mo Jobs. WIOA requires that academic and occupational education be a component of a youth’s Work Experience. This may be provided sequentially or concurrently. Case managers should always seek to place youth in an employment opportunity that is similar to their career interests or supports the career pathway documented on their ISS. It is important to note , however, there may be instances where this is not possible or it is a youth’s initial venture into the workforce; in those instances, justification for the placement needs to be documented in case notes. DWD Issuance 112015 describes the four types of work experience as: Pre-Apprenticeships, On the Job Training, Internships and Job Shadowing, and Work Experiences available throughout the year, including summer employment.

***General Provisions and Requirements:***

Staff should seek employers and worksites that are committed to help youth receive the experience and training that is required for employment beyond the Work Experience period. The employer(s) must be willing to work closely with the case manager and notify them if issues or problems occur. Employers need to have some flexibility in working with youth who have barriers to employment (transportation, childcare, personal adjustment problems, etc.) The case manager will help address these issues throughout the subsidized and/or unsubsidized placement and, in some cases, into long-term employment. Persons placed in a subsidized and/or unsubsidized 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. The academic/occupational education component of work experience can take place on or off the worksite. Youth enrolled in high school, AEL classes, post-secondary education and occupational skills training concurrent with placement in work experience have met the academic and occupational education requirement.

Work Experience assignments are limited to a period of up to 1040 hours per lifetime participation in WIOA Youth. In school youth will only be able to work as allowed under the Fair Labor Standards Act and Missouri Child Labor Laws. All participants and employers must be notified of the Complaint and Grievance Procedure.

***Participant Handbook:***

The Participant Handbook will be provided to each participant and reviewed with the case manager as an orientation to the Work Experience Program. Signature page must be completed and placed in the participant file.

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**General Requirements:**

Pre-Award Evaluation and Worksite Agreements will be completed by the appropriate staff prior to the placement of a participant at the worksite. All **original** Pre-Award Evaluation and Worksite Agreement forms will be maintained in a separate employer file. Copies of each agreement will be placed in the participant file.

1. Worksite Agreements between the program operator and the Work Experience employer will be used in this activity. A worksite Agreement is required for each individual worksite.
2. Worksites will not use WIOA participants to replace regular unsubsidized employees.
3. The hourly wage will be determined by Workforce Development Board in partnership with the Youth Service Provider. The hourly wage will be no less than the \$1.00 above state minimum wage.
4. Program Operator will be considered the employer of record and will provide worker's compensation coverage to the participant.
5. WIOA participants will be paid only for actual hours worked. No pay will be given for lunch breaks, holidays or absences. Overtime is prohibited.

**Completing the Worksite Agreement:**

Worksite Agreement must be signed by the Employer/Authorized Representative and Program Operators Authorized Agency staff before it is valid. General Assurances will be reviewed with the Employer prior to signature of the document.

**Work Experience/Internship Training Plan:**

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 Training Plan signed by the employer. Skills listed should be attainments that will enhance the clients work history and assist them in becoming more employable. The Work Experience Training Plan will be completed by the case manager in collaboration with the employer and the participant. Each participant will have an individualized Work Experience Training Plan that will have a detailed description of the job duties they are to perform and the work maturity skills to be learned.

**Completing the Training Plan:**

Required Information:

Participant Name

Participant Phone Number

Worksite Name

Worksite Address

Worksite Phone Number

Worksite Supervisor and Title

Immediate Supervisor and Title

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Dates of Participation

Work Days and Hours

Total hours to complete the assignment

Participant Job Title

Job Skills to be learned

Work Maturity skills to be learned

The total hours to complete the job assignment will be based upon the Training Outline/Hours Determination form and the skills the participant possesses at the time of training plan completion. Training Plan must be completed and signed by both the participant and the employer prior to the start date of the Work Experience. The original will be placed in the participant file. Copies will be given to the participant and the employer.

Training plans should be written for a twelve (12) week timeframe. If more time is needed to complete the hours, a supplemental agreement should be completed.

Participants will be required to complete a minimum number of hours per week during the work experience to enhance their work history and assist them in becoming more employable.

- In School Youth – minimum of eight (8) hours per week
- Out of School Youth – minimum of fifteen (15) hours per week

***Orientation Checklist for Employers/Supervisors:***

Case managers will review all the items on the checklist with all worksite supervisors. Only worksite supervisors who sign the form will be allowed to sign the participant timesheets. All supervisors listed on the training must complete the Supervisor Orientation.

***Orientation Checklist for Participant:***

Case managers will review all the items on the checklist with the participant. The original will be placed in the participant file.

***Participant Emergency Contact Information:***

The information must be completed by the participant. The original will be placed in the participant file and a copy given to the employer at the start of the Work Experience.

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***I-9 Documentation:***

Case managers must complete the I-9 before the start of the Work Experience assignment. The I-9 with copies of the supporting documentation will be placed in the participant file after E-Verify is complete. E-Verify must be completed within (3) working days of the start of Work Experience.

***State and Federal W-4:***

Participants must complete and sign both the MO W-4 and the Federal W-4.

***Time and Attendance Records:***

The case manager must ensure the worksite has an acceptable method of recording participant hours. The hours worked each week cannot exceed forty (40) hours. All time and attendance records 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, the entry must be struck out with a single line, and the supervisor and the participant must initial the change being entered. Changes discovered by case managers during their review will be noted and a telephone notification made to the supervisor and participant as to the change. As described in the assurances, the participant shall not be paid for lunch breaks, holidays, and absences. The youth must enter the day and month, actual date, the specific times, and the number of hours worked that date. Supervisor must review the time sheet for accuracy. The time sheet must be signed and dated by the participant, worksite supervisor and approved by case managers. Payroll checks for hours worked are only to be issued from the approved time sheet.

***Performance Evaluation:***

An evaluation of the skills to be attained must be completed. The first evaluation must be completed at the midpoint of the training plan hours. Subsequent evaluations must be done based on individual needs determined by both the employer and case manager. WIOA Youth Work Experience monitoring reports for both participant and employer must be completed on at least a monthly basis. Completed monitoring reports must be reviewed and signed by all parties. This information will be used in determining worksite appropriateness and participants' job retention potential, skills, abilities, and achievements.

***Monitoring:***

Mid –point monitoring and end-point monitoring will be conducted. Case managers will review participant work conditions and behaviors and discuss any problems with the employer and the participant. WDB Programs/Compliance or other authorized staff will monitor a representative sample of all Work Experience assignments in conjunction with the Sub-State Monitoring Plan.