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**POLICY # 19** 

Title:	Youth Work Experience		
Program:	Workforce Innovation and Opportunity Act		
Effective:	July 1, 2023		
Revision #:	5	Original policy date: October 28, 2016	

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

**References:** WIOA section 129(c)(2)(C) -129(c)(4); TEGL 23-14, TEGL 8-15, TEGL 21-16, 20 CFR 681.590- 681.640.

**Background:** Workforce Innovation and Opportunity Act (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:** WDBMOV will make paid and unpaid work experience available to participants enrolled/registered in the Career Connections 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; 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 (Paid Work Experience)
- 2) Pre-apprenticeship programs
- 3) Internships and job shadowing
- 4) On-the-job training (OJT) opportunities
- 5) Occupational skill training
- 6) Job Shadowing

# **Paid Work Experience:**

Each participant may take part in paid work experience, for up to 480 hours, paying no less than minimum wage. Additional hours of paid work experience may be authorized by the WDB Director or designee on a case-by-case basis. Use the form in Attachment A.

#### **Paid Work Experience Pay Increase**

Participants may be awarded a pay rate increase after 240 hours of paid work experience. The following work readiness skills must be met and documented to receive the pay increase:

- No unexcused absences for the 240 hours work period.
- No more than 2 tardy arrivals to work site
- Positive evaluations received from work site manager\*
- Completion of additional training modules

\*An evaluation must be done for every 240 hours of work experience and at the completion of paid work experience.

If the participant continues to an additional work experience with the same work site, they will have the opportunity to have a pay rate increase. Evaluation criteria must be met each time to receive the increase in wage.

#### **Training Guidelines**

Paid 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

Paid work experience should be encouraged in occupations providing upward mobility, align with the participant's career pathway when possible, and in skills leading to employment on the WDBMOV 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.
- Provide a job description, and training plan for the participant in the areas identified in the job description, monitor, document, and report progress/evaluations of participant to the case manager.
- Contact youth case manager/Youth Employer Service Specialist immediately with performance issues.
- Comply 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.

# Paid 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:** American Job Center (AJC) staff in WDBMOV will make WIOA Career Connections/youth program participants aware of the requirement/opportunity for work experience as part of their participation. WDBMOV will be responsible for approving youth work experience worksites.

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



# Youth Work Experience Request for Additional Weeks of Training

# ATTACHMENT A

Participant Name:		Date:		
Participant Registration Date:		_		
Reason for Request:				
Employer:			Di	
Name		Address	Phone	
Employer approval of extension:				
	Signature		Date	
Participant Signature		Case Manager Signature		
I hereby grant an extension of employer in accordance with the				
employer in accordance with the	WDB-MOV Touth V	vork Experience Policy #19	1.	
		Authorized Sign	nature	
		Date		
		Date		