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POLICY # 22

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| Title: | Transitional Jobs-Adult/DW | |
| Program: | Workforce Innovation and Opportunity Act | |
| Effective: | July 1, 2022 | |
| Revision #: | 5 | Original policy date: October 28, 2016 |

Purpose: To establish a policy for Work Experience/ 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 for transitional jobs that provide limited work experience, that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop skills that lead to unsubsidized employment.

Policy: The Workforce Development Board Mid-Ohio Valley (WDBMOV) will focus Transitional Job opportunities for individuals who are re- entering the workforce from substance abuse facilities/and or corrections.

A contract outlining the parameters of the transitional job including employer responsibilities, monitoring requirements, and WIOA participant requirements will be developed between the employer and the WDBMOV.

Wages paid must be the same as other employees in the same position/skill level, but at least WV minimum wage. The worksite will be required to payroll the individual but will be reimbursed 100%.

Definitions:

Transitional Jobs will provide a paid work experience, support services and classroom training/workshops for an individual who seeks to overcome barriers to employment, such as reentry to the workforce from correctional or substance abuse rehabilitation facilities. A transitional job will be limited to 200 hours per training, unless additional training or a modification is approved by the WDB Director or designee.

There is a weekly minimum of 25 hours per week

An individual participating in a transitional job program must be provided support services and classroom training to assist the individual in achieving the goal of employment in the chosen industry.

On-the-job-training may be provided as a continuation of training begun in a transitional job position. WDB Policy #13 provides the necessary guidance.

Guidelines related to Transitional Jobs contracts

Purpose:

1. Transitional jobs function 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 transitional job, *the primary goal is to benefit the participant.*
2. The Transitional Jobs program consists of 200 hours which must include a minimum:
 - a. Paid work experience; 25 hours weekly
 - b. Classroom training prior to the start of the transitional job 16 hours total seat time.
 - c. Supportive services

Training Guidelines:

1. A contract between the WDBMOV and the employer will be in place to govern the work experience. The contract will include:
 - A) The individual's training plan 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.

Requirements:

To be eligible for the Transitional Job the WIOA registered customer must:

1. Maintain contact with case manager, monthly.
2. Attend required classroom training/workshops.

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

1. Have a significant barrier to employment i.e.; re-entry from corrections facility or substance abuse rehabilitation.
2. Inconsistent work history due to the above barriers.
3. Significant barriers to employment due to the above such as criminal background.

Conditions under which transitional jobs shall not be approved:

- Participant fails to complete all requirements prior to placement, such as classroom training.
- 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 or reduction in amount of non-overtime work.

The Employer Agrees to:

- Hire 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 WDBMOV 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.

Action: The WDBMOV will develop contracts with employers transitional jobs as appropriate.

Contracts 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.