

Foothill Region Workforce Development Board
Adult and Dislocated Worker Work Experience Policy—2022
(PS 10-2017)

Adults and Dislocated Workers may participate in planned, structured learning experiences that take place in a workplace for a limited period of time and should not exceed 500 hours. Work experience may be combined with classroom instruction relating to a particular position, occupation, industry or basic skills and abilities to successfully compete in the local labor market. Exceptions to the time limit may be considered if it is in the best interest of the participant and is compatible with the training plan and the participant's IEP. Exceptions must be approved by the Local Area director.

Work activities may take place in the public or private for-profit and non-profit sectors. The selection of private employers to participate in this activity should be based on an objective analysis of the relative "value added" contributions to the Adult/Dislocated Worker.

Wages/Subsidized Positions

Individuals participating in a work experience must be compensated at the same rates, including periodic increases, as trainees, or employees who are similarly employed in similar occupations by the same employer and who have similar training, experience and skills. The rates may not be lower than the higher of the federal or state minimum wage.

Wage requirements under the Fair Labor Standards Act (FLSA) apply to all participants employed under WIOA. The FLSA applies to the extent that the activities performed in the work experience constitutes employment.

Positions may not be subsidized if the employer has current laid off workers in the same classification to which the participant is to be assigned. Workforce Innovation and Opportunity Act prohibits the use of funds to encourage or induce the relocation of a business. No funds shall be used when a relocation of a business results in a loss of employment for any employee of the business at the original location. A 120 day moratorium for the use of funds at the relocating business will be observed from the date that the business commences operation at the new location.

Choosing a Worksite

Worksite supervisors need to have a clear understanding of the objectives of the Work Experience activity and expectations of the skills development of the participants enrolled. The participant must have adequate supervision. The worksite must be willing to allow Workforce Development staff, NC Division of Workforce Solutions, and US Department of Labor to perform onsite monitoring to ensure compliance with the worksite agreement, as well as to monitor the participant's progress.

A determination must be made if the employer is willing make the contributions to the development of work readiness skills, and enhances the skills of the participant.

Worksites shall be deemed appropriate if they agree:

- Provide a safe work environment
- Provide enough meaningful work experience to keep participants fully occupied during work hours
- Provide adequate supervision of the participant by qualified supervisors
- That all activities will be in compliance with current Fair Labor Standards
- Provide orientation that includes the organizations policies, specific job tasks and safety rules
- Consult appropriate NCWorks or Workforce Development staff regarding any difficulties arising at the worksite
- Complete the work Experience Participant Progress Evaluation document time worked
- All rules and regulations governing WIOA will be followed

Skills Assessment/ Needs Determination/Evaluation

Work experiences may be assigned to a participant as determined appropriate by the contractor/case manager. The participant's need for work experience is determined through the objective assessment, review of work history or lack of work history, and through development of their Individual Employment plan. If a need for work experience exists the path to unsubsidized employment the participant may be assigned to this activity.

Work experience may be related to the participant's career interest as detailed on the Individual Employment Plan and results of completed assessments. Work Experience will be offered in combination with academic activities, employability skills and/or occupational skills training. If the participant is enrolled in occupational skills training, the Work Experience should be training related.

A skills gap analysis will be conducted to determine if the participant does not already have the skills necessary for the Work Experience assignment. The analysis will contain occupationally specific skills the employer requires for the occupation comparing the trainees prior work history, transferable work skills, and skills gained must be compared to the job description outlined in the Worksite Agreement. The gap will be the basis for the development of the activity

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Worksite Agreement/and Evaluation

A work Experience Worksite Agreement will be developed (Attached) outlining Contact information, identification of the supervisor/trainer, job description, and skills to be obtained. Participants may be assigned to an appropriate worksite for up to hours per week.

Participants will be evaluated at the mid-point and at the end of the activity documenting progress (attached progress evaluation). Evaluation may occur more frequently if needed.

Case managers will monitor the participant's progress of the work-based learning activities through regularly scheduled contacts meeting individually with the participant and the worksite supervisors to ensure that the participants are receiving adequate supervision and training at the worksite. Case management activities that may include additional services will be provided to address issues regarding the participants' successful completion of WIOA activities and employment.



WIOA ADULT AND DISLOCATED WORKERWORK EXPERIENCE WORKSITE AGREEMENT

Program Operator:

Agency Name _____
Address _____
Phone # _____
E-mail _____

Employer: _____

Address _____
Phone # _____
E-mail _____
Supervisor name and contact info _____

_____ enters into this Agreement with _____.

_____ (*Program Operator*) agrees to:

Assign work experiences as needed to the employer in keeping with employer's request.

Recruit, screen, select and refer eligible applicants to the employer in sufficient numbers to permit the employer to fill slots as assigned.

Process all enrollment forms, payroll forms and time sheets.

Provide worksite supervisors with orientation and a supply of weekly time sheets.

Visit all worksites regularly to stimulate participation and resolve participant related problems; and monitor worksites on a regular scheduled basis.

Pick up time sheets on a weekly basis, pay ___ participants at the rate of \$ x.00 per Hour.

Pay the participant prevailing wages commensurate with occupation at the worksite

Provide Workers Compensation Insurance coverage and make federal and state tax withholdings as requires by law. Maintain records for a minimum of three years after the end of the training period.

Agree to adhere to Region C WDB grievance process if a complaint arises in connection with the activity.

Certify that neither the employing company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation by any federal department or agency.

Ensure the a participant may not be trained under WIOA Work Experience program at a particular employer if:

- a. Any other individual is on layoff from the same or substantially equivalent job;
- b. The employer has terminated the employment of any regular, unsubsidized employee, or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the WIOA participant; or
- c. The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.

(Work Site) agrees to:

Assign full-time supervisors that have knowledge of the tasks assigned to participants, knowledge of objectives of the work experience program, and have the ability to work with and be sensitive to the needs of the participants.

Maintain conditions of employment and training in full accordance with all applicable federal, state and local laws (including but not limited to health and safety laws), and be appropriate and reasonable with regards to the type of work undertake and the proficiency of the participant.

Certify that the participant will not displace any regular employee of the employer and that no person was displaced as a result of the relocation of the current business within the previous 120 days of signing the Worksite Agreement.

Ensure that the participant does not enter into the work experience position if a member of his/her family is engaged in an administrative capacity with the worksite employer, including a person with selection, hiring, placement or supervision responsibilities for the participant.

Assign adequate supervision to each worksite to include a supervisor/participant ratio not to exceed one to ten.

Provide sufficient and meaningful work, equipment materials and/or tools to assure full utilization of participants' time and to work participants no more than 40 hours per week.

Assign minors to work activities which are not considered hazardous in keeping with the Child Labor Laws (attached) Insure that participants involved in recreational activities will be limited to those duties normally associated with a teaching or coaching relationship and that any time directly spent in recreational activities will not be approved for the payment of wages.

Account responsibly for participants' time and attendance, using time sheets provided by the *program operator* and approve only the time a participant is actually on the

job or in other approved activities.

Sign time sheets and prepare for regularly scheduled pickup or mail/e-mail/FAX to designated location.

Complete employee/participant evaluations as deemed necessary and appropriate by **the program operator**

Employ participants in activities that will not displace employed workers, replace laid off workers, impair existing contracts for services, or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed and provide assurances of equal employment opportunities in compliance with the Civil Rights Act of 1964.

Agree to adhere to Region C WDB grievance process if a complaint arises in connection with the activity.

_____ - (**Program Operator**) and _____ - (**Worksite Organization**) agree that:

A work plan will be developed and implemented by the **Program Operator**, the employer, and the participant.

The Employer has the right to select participants from eligible applicants referred by the *program operator* and the right to separate participants for cause or misconduct. Prior to separating a participant, the Employer will seek **the program operator's** assistance in resolving Employer/Participant related problems.

Participants not being fully utilized or appropriately supervised may be transferred **by the program operator** to other worksites after consultation with the employer.

IN WITNESS WHEREOF, _____ and the _____ have caused this Agreement to be duly executed this ____ day of ____, 201 .

Worksite Signatory Official

Program Operator Signatory Official

WORK EXPERIENCE WORK PLAN

Job Title:

O-Net Code:

Wage:

Participant's Name(s):

Work-Site:

Work-Site Supervisor:

General Description:

- **Job Skills Objectives**

Participant Signature Date Supervisor Signature Date

WIOA Youth Case Manager Signature Date



Region C Adult and Dislocated Worker Program 2018 Trainee Evaluation

Work towards the attainment of these skills is mandatory for all trainees.

Worksite Supervisor should complete an assessment on each youth at the mid-point of the assignment and an assessment at completion of a work assignment. The assessment will be used to assist with determining skill attainment and work readiness skills for youth. Please use the scales below to rate the trainee.

There are two sections at the end of the evaluation to be signed by the supervisor and the trainee. The evaluation is to be signed and dated by the supervisor when completed. The evaluation will be kept with the trainees permanent records.

Client's name: _____

Job Skill Objective	Mid-point	Final
1.	Master objective Satisfactory Progress Unsatisfactory progress	Master objective Satisfactory Progress Unsatisfactory progress
2.	Master objective Satisfactory Progress Unsatisfactory progress	Master objective Satisfactory Progress Unsatisfactory progress
3.	Master objective Satisfactory Progress Unsatisfactory progress	Master objective Satisfactory Progress Unsatisfactory progress
4.	Master objective Satisfactory Progress Unsatisfactory progress	Master objective Satisfactory Progress Unsatisfactory progress
5.	Master objective Satisfactory Progress Unsatisfactory progress	Master objective Satisfactory Progress Unsatisfactory progress
6.	Master objective Satisfactory Progress Unsatisfactory progress	Master objective Satisfactory Progress Unsatisfactory progress

Work Readiness Measurements Habits/Attitudes	3-satisfactory 2-needs improvement 1 -unsatisfactory	
	Mid-point	Final
Reports to work as schedule requires		_____
Importance of arriving to work/appointments on time	_____	_____
Maintains good attendance	_____	_____
Takes and returns from breaks as scheduled	_____	_____
Notifies supervisor prior to being late, tardy, or absent	_____	_____
Request from supervisor in advance if needing time off	_____	_____
Transportation plan, that will enable them to arrive on time	_____	_____
Notifies supervisor when unsafe work conditions exists	_____	_____
Uses workplace equipment, tool, and supplies only at the job assignment	_____	_____
Maintains materials and equipment appropriately	_____	_____
Understands and adheres to work policy and procedures	_____	_____
Friendly and respectful to co-workers	_____	_____
Respectful to supervisors and others in authority	_____	_____
Maintains positive attitude	_____	_____
Accurately reports time worked	_____	_____
Correctly completes employment forms (e.g. 1-9, W-4 application etc.)	_____	_____
Wears clothing and jewelry appropriate for assigned work	_____	_____
Works safely while working alone or with others	_____	_____
Performs quality work willingly and in a timely manner	_____	_____
Indicates willingness to perform work with little or no		_____

supervision		
Shows willingness to take responsibility for work performed		
Demonstrates initiative		

Would you like to receive information concerning assistance with furthering your education/training?

YES _____ NO _____

EVALUATION DATE:	
SUPERVISOR'S SIGNATURE	This information has been explained to me and I understand its meaning.
NAME:	CLIENT NAME:

An Equal Opportunity Employer/Program

Isothermal Planning and Development Commission WIOA Work Experience/Education Time Sheet

Vendor #: _____ WIOA Customer Name: _____ SS#: 000-00-_____

Project #: _____ WIOA Customer Address: _____

Acct #: _____ Report Period _____ Through _____ Phone # _____

Date *Please indicate the number of hours the student was in class on the days indicated*

Activity Name															Instructor's Signature		

Number Work Hours Wage Rate Total Wage

_____ X _____ = _____ Date _____

WIOA Customer Signature _____

WIOA Case Mgr. Signature _____ Date _____