

Region C Youth Work Experience Policy (PS 10-2017)

2022

Overview

Work experience is a work-based learning activity and is short-term, planned, structured learning experience that occur in a workplace focused on career exploration and the development of work readiness skills. The primary purpose of work experience is to expose youth to the requirements of work and to employers' expectations. An employer may benefit from the work alone by a youth, but the primary benefit must be to the youth.

Work-Based Learning Activities

- Paid or unpaid work in the private, for-profit, non-profit, or public sectors with a planned start and end date;
- Developing work readiness or employability skills, such as dressing appropriately or answering phones, in a real workplace setting;
- Developing personal attributes, knowledge and skills, such as working on a team, in a workplace setting;
- Career exploration in a workplace setting;
- Developing academic or occupational skills as they relate to a workplace;
- On-the-job training for older youth when based on needs identified in objective assessment; and
- Subsidized employment.

WIOA section 129 c (2)(C) require local Workforce Development Boards to offer youth programs that involve paid or unpaid work experiences that have a component of academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the worksite. Work experiences provide the youth participant with opportunities for career exploration and skill development.

Work experience may include

- Summer employment opportunities and other employment opportunities throughout the school year
- Pre-apprenticeship programs
- Internships and job-shadowing
- On-the-Job training opportunities

Recognized best practices for engaging youth:

1. Programs prepare youth for work experiences through training and guidance in soft skills. Youth programs engage young adults in training or class activities that develop these soft skills. This may include learning about professional work culture, working in teams, interpersonal skills, and communication.
2. Some programs also train youth in technical skills or hard skills needed for specific career pathways or work settings. Youth will learn skills specific to an occupational sector.
3. Program staff devote significant time to developing and maintaining relationships with employers. Dedicated staff (Job Developers) may handle all aspects of employer relations, from making an initial inquiry about partnering to establishing worksite agreements with employers to responding to any employer concerns during the work experience.
4. Programs clearly communicate what is expected of employers, youth and families before the start of a work experience to include mentoring the youth and providing feedback to the program coordinator. Some programs address the importance of work in life, how the program helps youth make a successful transition to work, what employers expect of workers, and how to appropriately interact with employers.
5. Programs carefully match youth to work experience opportunities based on individual interests and skills. Making the right match increases the success of the work experience by ensuring that youth feel motivated from the start to participate fully.
6. Programs provide on-going support to youth and employers throughout the work experience. To ensure a work experience is successful for everyone involved, programs maintain communication with both the youth and employers from the first to the last day of the activity. While some programs have daily or weekly contact with youth to monitor their progress, other programs conduct first-week, midpoint, and last-week visits at a minimum.

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 exist and needed for 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.

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.

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 40 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.

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 youth 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.

Individual contractors may limit the number of hours for paid work experience dependent on the needs of the individual participant. Work experience will be combined with classroom instruction relating to a particular position, occupation, industry, high school completion, basic skills and abilities to successfully compete in the local labor market. Limitations will be determined based on the best interest of the participant and must be compatible with the Individual Training Plan.

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 the 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 compliances 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 with timesheet
- All rules and regulations governing WIOA will be followed

Youth Work Experience—20 Percent Spending Requirement

Local youth programs must expend not less than 20 percent of the Title I Youth Funds allocated to them to provide in-school and out-of-school youth with paid and/or unpaid work experience.

Local WIOA Title I Youth Programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA Youth financial reporting

The percentage of funds spent on work experiences is calculated based on the total local area youth funds expended for work experience, rather that calculated separately for in-school and out-of-school youth. The 20 percent spending requirement is calculated after administrative costs have been subtracted from the total amount of youth funds.



WIOA YOUTH WORK 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 that 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**

U.S. Department of Labor, Employment Standards Administration,
Wage and Hour Division

FEDERAL LABOR LAWS FOR YOUNG WORKERS

14 AND 15-YEAR-OLDS

(Fourteen is the minimum age for most non-farm work)

- Can work up to 3 hours on a school day, Monday through Friday; and 18 hours during the school week
- Can work up to 8 hours daily on a non-school day, or 40 hours in a non-school week
- Cannot work during school hours
- Cannot work before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day when evening hours are extended to 9 p.m.
- Cannot work in any manufacturing, processing, mining, construction, warehouse operations, and many restrictions apply in cooking
- Cannot work in any of the following occupations or the 17 Hazardous Occupations listed below for “16 and 17 year olds.”
 - Communications or public utilities jobs;
 - Construction or repair jobs;
 - Driving a motor vehicle or helping a driver;
 - Manufacturing and mining occupations;
 - Power-driven machinery or hoisting apparatus other than typical office machines.
 - Processing occupations;
 - Public messenger jobs;
 - Transporting of persons or property;
 - Workrooms where products are manufactured, mined or processed;
 - Warehousing and storage.

Specific job restrictions for 14 and 15 year-olds:

- Baking;
- Boiler or engine room work, whether in or about;
- Cooking, except with gas or electric grilles that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets in and out of the hot grease or oil;
- Freezers or meat coolers work;
- Loading or unloading goods on or off trucks, railcars or conveyors;
- Meat processing area work;
- Maintenance or repair of a building or its equipment;

- Operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers, grinders, choppers or cutters and bakery mixers;
- Outside window washing, or work standing on a window sill, ladder, scaffold or similar equipment;
- Warehouse work, except office and clerical work.

Allowable jobs for 14 and 15 year-olds

- Bagging and carrying out customer's orders;
- Cashiering, selling, modeling, art work, advertising, window trimming, or comparative shopping;
- Cleaning fruits and vegetables;
- Clean-up work and grounds maintenance -- you may use vacuums and floor waxers, **but you cannot use power-driven mowers, cutters, and trimmers;**
- Clean cooking equipment, including the filtering, transporting and dispensing of oil and grease, but only when the surfaces of the equipment and liquids do not exceed 100° F;
- Delivery work by foot, bicycle, or public transportation;
- Kitchen work in preparing and serving food and drinks, but not cooking or baking (see below);
- Office and clerical work;
- Pricing and tagging goods, assembling orders, packing, or shelving;
- Pumping gas, cleaning and polishing cars and trucks (but you cannot repair cars, use garage lifting rack, or work in pits);
- Wrapping, weighing, pricing, stocking any goods as long as you don't work where meat is being prepared and don't work in freezers or meat coolers.

16 AND 17-YEAR-OLDS

You may work in any occupation except those declared hazardous by the Secretary of Labor. The 17 Hazardous Occupations for non-farm work deal with the following:

Manufacturing or storing explosives	Coal mining
Logging or saw milling	Power-driven wood working machines
Power-driven hoisting apparatus	Mining other than coal mining
Power-driven bakery machines	Power-driven paper products machines
Roofing operations	Excavating operations

Driving a motor vehicle and being an outside helper
 Exposure to radioactive substances and to ionizing radiation
 Meat packing or processing (including power-driven meat slicing machines)
 Manufacturing brick, tile, and related products
 Power-driven circular saws, band saws, and guillotine shears
 Wrecking, demolition, and ship-breaking operations

18-YEAR-OLDS CAN WORK IN ANY JOB FOR UNLIMITED HOURS

Note 1: State and Federal Child Labor Laws sometimes differ. When both apply, the law with the more stringent standard must be observed.

Note 2: Enhanced penalties for Child Labor Violations, Death, or Serious injury.

This is one of a series of fact sheets highlighting U.S. Department of Labor Programs. It is intended to serve as a general description only and does not carry the force of legal opinion.



Region C Youth 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
 _____ Date _____
 WIOA Case Mgr. Signature

For Office Use Only:

Date from: _____ to _____

Total Pages Attached: _____

Total Reimbursement: _____

Approved By: _____

Initials: