

Local Workforce Investment Area #10 Policy Letter 06-04
on
Adult and Dislocated Worker Work Experience Definition, Suitability and Duration

Purpose:

To establish a policy that defines Work Experience for Adult and Dislocated Worker customers, including suitability and duration, in accordance with the WIOA policy letter 15-12.

Background:

Subsidized work experience opportunities have been utilized as a viable means to introduce youth to the world of work. This policy is established to provide this service to adult and dislocated worker customers.

Action:

1. *Definition. Work Experience* is a planned, structured learning experience that takes place in the workplace for a limited period of time. A work experience workplace may be in the private for profit sector, the non-profit sector, or the public sector. The work experience will be a paid experience. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.
2. *Suitability.* Work Experience is designed to promote the development of good work habits and basic work skills for a participant who needs assistance in becoming accustomed to basic work requirements. It may be used for customers who have never worked or who have been out of work for an extended period of time. The Work Experience will be clearly detailed in the participant's Individual Employment Plan (IEP).
3. *Duration of work experience.* Participation in work experience will be for a reasonable length of time, based on the needs of the participant. The duration of the work experience will be recorded in the customer's IEP. The amount of subsidized wages per work experience per participant will not exceed \$4,000. The participant's per hour wage will match the entry level wage of the position for that employer. The minimum number of hours for the work experience is 20 hours. The maximum number of work experience hours is 40 hours per week.
4. **Monitoring** – The Workforce Board Director will be responsible for monitoring the work experience. Each WIOA participant's file must contain the following:
 - An assessment and IEP indicating a need for work experience;
 - A copy of the agreement between the participant, the worksite or host site and the local workforce investment board, including any attachments to the agreement, such as a training plan;

Adopted 06-02-09, Revised 2/17

Time sheets, attendance sheets and performance records, as appropriate;
and

Documentation of receipt of supportive services received by the
participant.

Effective Date:
Immediately