
Policy Number: 2018-0823.0-WEP

Effective Date

This policy will become effective upon passage.

Work Experience Policy for Adult and Dislocated Workers and Youth

Under the Workforce Innovation and Opportunity Act (WIOA), work experience is a career service provided to Adult and Dislocated Workers to obtain or retain employment. Work experience is also one of the fourteen (14) youth program elements included in WIOA and is to be made available through the Comprehensive Case Management and Employment Program (CCMEP).

Adults who qualify for Work Experience as Dislocated Workers or Long-Term Unemployed Workers as defined in relevant Ohio Department of Job and Family Services Workforce Innovation and Opportunity Act Policy Letters and indicate they have been directly impacted by the opioid crisis may also be eligible for employment in Transitional Jobs (TJ) as outlined in the Workforce Development Board Transitional Jobs Policy (2019-1030.0m-TJP)

In all instances, work experience is a planned, structured learning activity offered in a workplace setting for a limited time and linked to a potential career choice. For Adults and Dislocated Workers, it may be either paid or unpaid and may include internships or job shadowing although it is not limited to these options. CCMEP participants may also participate in either paid or unpaid opportunities but an academic and occupational component should be included.

Unless otherwise stated in this policy, the Lucas County Workforce Development Board (WDB) will follow guidance provided through the Ohio Department of Job and Family Services Workforce Innovation Act Policy Letter 15-12 (*Work Experience for Adults and Dislocated Workers*) and Policy Letter 15-13 (*Work Experience for Youth*).

Goals

For both youth and adults, the goal of work experience is providing an opportunity to develop appropriate workplace-values, acquire behavioral competencies, and gain specific job or occupational skills.

For youth, the experience should help them to understand proper workplace behavior and what is necessary to gain and retain long-term employment. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. Work experience can serve as a starting point toward unsubsidized employment and is an important step in the process of developing a career pathway for youth. All work experiences should expose youth to realistic working conditions and tasks as much as possible.

Work experience must be based on the identified needs of the individual youth and an objective assessment. These needs must be identified on the youth's individual service strategy (ISS) or individual opportunity plan (IOP) and must include academic and occupational education components. The types of work activities include:

- Part-time employment throughout the year
- Internships and job shadowing;
- Summer employment opportunities;
- On-the-Job training; and
- Pre-apprenticeship programs.

Similarly, work experience for Adults and Dislocated Workers functions as a workplace- values activity for acquiring behavioral competencies and specific occupation or job- related skills. A primary goal of work experience is to provide participants with an opportunity for career exploration and skill development leading to increased work readiness. Work experiences should expose Adults and Dislocated Workers who have little or no work experience to real workplace situations where an employer can offer meaningful support and guidance.

Work experience for Adults and Dislocated Workers must also be based on identified needs through an assessment and documented on the participant's individual employment plan (IEP). A participant who is appropriate for long term employment in an industry or occupation but does not have all the skills or the experience to qualify for entry-level employment in that field is an example of an ideal candidate for a work experience opportunity.

In all cases, work experience may take place in the private for-profit, private non-profit or public sectors however, the experience must be clearly distinguishable from public service *employment*. Under WIOA, public service employment is a prohibited activity. Also, it is important to note that while a business, public agency or non-profit employer may also receive a benefit from work experience in the form of work being done or recruiting a potential new employee, the primary goal of work experience is to benefit the participant.

Duration

The duration of the work experience will vary based on information gathered through the assessments and as included in the participant's IEP, ISS or IOP. In general, the length of the experience must be limited to the number of hours deemed appropriate for adequate career exploration within the occupation, to develop acceptable work habits, and to obtain the stated goals of the IEP, ISS or IOP. In addition, the complexity of the job and related tasks may also impact the duration of the work experience.

Compensation, Stipends, and Incentives

Individuals participating in paid work experience must be compensated with a wage, stipend or combination of both which is consistent with pay for similar work with the employer. Youth may also be eligible for incentive payments for reaching identified milestones as defined in the Lucas County Workforce Development Board Youth Incentive Policy (20171026-YIP). All participating employers will also be expected to follow all child labor laws (ORC 4109) when providing work experiences to minor youth.

Monitoring

The agencies or contractors creating a work experience assignment will be responsible for periodic monitoring of worksites and are to ensure compliance with the goals established through the participant's IEP, ISS or IOP. In addition, these organizations are also expected to confirm adherence to WIOA law, related state and local policy, and other established procedures. Providers will also be subject to fiscal and program monitoring by designated representatives of the WDB which may involve case file review and examination of assessments, individual plans (IEP, ISS, IOP), participant agreements, worksite agreements, training plans, time sheets, attendance sheets, performance reviews (both pre- and post-employment), documentation of supportive services, and other relevant documents.