

**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Work Experience
NUMBER	P0006-20
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	12/15/2020
NEW/REPLACED	New

Purpose:

The local workforce development area must have a Work Experience Policy that outlines specific details and allowances for the area in accordance with the rules and regulations of Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), policies of the Arkansas Workforce Development Board (AWDB), and reflective of the local area plan. The policy must address the length of time for work experience, rate of pay, and the allowance of raises during work. Work experience (including internships) linked to careers are individualized career services required to be available for adults and dislocated workers if these services are determined to be appropriate in order for individuals to obtain or retain employment. Referenced WIOA §134(c)(2)(A)(xii)(VII); 20 CFR 680.150(b); WIOA §134(d)(5); 20 CFR 680.190; TEGL 19-16; WIOA §129(c)(2)(C); 20 CFR 681.460(3); WIOA §129(c)(4); 20 CFR 681.590.

Policy:

Work Experience, including internships and transitional jobs for adults and dislocated workers is defined by the following criteria.

- Work experience will provide a planned and structured learning experience that will contribute to the achievement of the participant’s employment goals through a measurable training component.
- Participants will be time-limited up to 1020 hours of cumulative work experience participation determined by the assessed need of the individual.
- May be paid or unpaid, as appropriate, and consistent with other laws.
- Wages may be subsidized up to 100%.
- No overtime is allowed and there will be no allowance for raises during work experience for participants.
- Participants will only be paid for actual time worked and documented on time and attendance records.
- WAWDB has set the wage for participants to be at the Federal or State minimum wage rate, whichever is higher.
- Transitional jobs are for individuals with barriers to employment and who are either chronically unemployed or has inconsistent work history.
 - WAWDB defines chronically unemployed or inconsistent work history as having not held a consecutive job with one or more employers, with no gap, for more

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than a 12-month period.

- Transitional jobs are work experience that may be provided that is designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship and develop skills that lead to unsubsidized employment.
- There is no requirement that the employer retain the individual upon completion of the transitional job. Where appropriate retention is preferred for the benefit of the worker and employer.
- Transitional jobs must be combined with comprehensive career and supportive services as needed and appropriate.
- Work experience may be provided in the private for-profit, non-profit, or public sectors. Work experience for youth is defined the same as the adult and dislocated worker with the additional requirement that youth work experiences must include academic and occupational education component.

- Paid and unpaid work experience, including internships, is one of the 14 required program elements for youth.
 - A minimum of twenty (20) percent of WIOA Title I Youth program funds must be expended on work experience.
 - The twenty (20) percent minimum includes participant wages, orientations, work related training, and staff costs with participants and employers related to work experience.
- Academic and occupational education will be documented in the participant file using the Academic and Occupational Education Component of youth Work Experience DW-ARK-WIOA-200v050722020 provided by the state.
- The local area has the flexibility to decide the appropriate type of academic and occupational education related to a specific work experience and the provider of the educational component of the work experience.

Work Experience is a contractual exchange between the WIOA Title I service provider, employer, and participant.

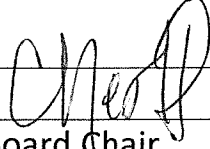
- Wages are provided by the WIOA service provider and paid directly to the participant developing an employer/employee relationship between the service provider and the participant.
- Employers are not monetarily compensated.
- Work experience agreements must be signed by all parties prior to the start of the Work Experience.
- Work experience agreements must contain:
 - Clear statement of purpose.
 - Identification of all parties including the participant.
 - Requirements of the employer, participant and WIOA service provider.
 - Work experience starting and ending dates.
 - Work experience job description and responsibilities.
- Work experience agreements may be modified in writing and signed by all parties prior

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to the effective date of the modification.

A single work experience agreement may be written for group training with a single training site provided the working conditions, job description, training plan, wage rates and terms of the agreement are the same for all participants covered by the agreement.

Approval Signature:



Cathy Nesbit, Board Chair

