



## **PAID AND UNPAID WORK EXPERIENCE POLICY**

EDD Revision Date: N/A

WDB Review Date: 4/23/09, 7/6/11; 12/17/15, 12/15/16

### **EXECUTIVE SUMMARY**

#### **PURPOSE:**

This document establishes the Workforce Development Board of Madera County's policy on Paid and Unpaid Work Experience Activities for WIOA-eligible Out-of-School Youth, Adults, and Dislocated Workers.

#### **REFERENCES:**

- WIOA Section 134(c)(2)(A)(xii)(VII)
- 20 CFR Subpart B Section 678.430(b)(7)
- 20 CFR Subpart A Section 680.180, 681.460, 681.590, 681.600

#### **POLICY:**

The Workforce Innovation and Opportunity Act and the Final Regulations published in the Code of Federal Regulations permit the provision of paid and unpaid work experience as an Individualized Career Service for eligible Adults, and Dislocated Workers, and as an allowable activity for Youth. It is the policy of the Workforce Development Board of Madera County to allow the provision of these services to eligible adults, youth and dislocated workers who:

1. are unemployed and are unable to obtain employment through basic career or youth program services and who have been determined to be in need of more individualized services in order to obtain employment; or
2. are underemployed, and who have been determined to be in need of such services in order to obtain or retain employment that allows for self-sufficiency.

In general, work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience worksite may be in the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience placement where an employer/employee relationship, as defined by the Fair Labor Standards Act, exists.

For the purposes of implementation in Madera County, the following provisions will apply:

Work Experience may be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Adults, Dislocated Workers, and Youth program participants for whom one or more of the following conditions exist:

- the individual has no previous work history,
- the individual has had no work history within the past five years, and/or
- the individual is otherwise eligible for WIOA individualized career or youth services and is in need of this service to assist them in preparing for participation in another appropriate training service or activity or to successfully obtain and retain unsubsidized employment.

This type of work experience activity is intended to provide training and skill development in the skills necessary to successfully obtain and retain employment, including punctuality, attendance, communication, team work, dependability, and task completion, and is not required to provide training in technical or job specific skills. There is no requirement or expectation that the individual will be retained by the worksite following the successful completion of this type work experience activity.

Work Experience may also be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Adults, Youth or Dislocated Workers when the individual has successfully completed a vocational training program (either WIOA-funded or non-WIOA funded) and/or is in need of a work experience placement to obtain training-related work experience to enhance their ability to obtain and retain unsubsidized employment in a new career field. There is an expectation that the work experience site would consider hiring/retaining the participant at the successful completion of the work experience period.

Work experience may be provided concurrently with other appropriate career or training services and will not exceed 480 hours. This activity requires the development of a training plan or outline which will be included in the worksite agreement between the one-stop or program operator and the work experience site. Regular time sheets and evaluations of participant progress are required no less frequently than twice per month throughout the duration of the activity.

**ACTION:**

This policy is effective on the date approved by the Workforce Development Board of Madera County, and replaces the previous version approved by the Board on December 17, 2015. Retain this policy until further notice.

**INQUIRIES:**

If you have questions, contact the Executive Director or designee at (559) 662-4500.