



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**PAID AND UNPAID WORK EXPERIENCE POLICY**  
**TITLE I YOUTH-FUNDED PROGRAMS**

EDD Revision Date: N/A

WDB Review Date: 4/23/09, 7/6/11; 12/17/15; 5/4/16; 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.

**REFERENCES:**

- WIOA Section 129(c)(2)(C)
- 20 CFR 681.460(a)(3)

**POLICY:**

The Workforce Innovation and Opportunity Act and the WIOA final regulations published in the Code of Federal Regulations permit the provision of paid and unpaid work experiences that have academic and/or occupational education component as a required program element for eligible Youth. It is the policy of the Workforce Development Board of Madera County to allow the provision of these services to eligible youth program participants. Paid and unpaid work experiences may include summer employment opportunities and other employment opportunities available through the school year, pre-apprenticeship programs, On-the-Job Training, and job shadowing. The Workforce Development Board of Madera County does not permit the provision of paid or unpaid internships.

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 Youth program participants for whom one or more of the following conditions exist:

- the individual has little or 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 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 may or may not provide training in technical or job specific skills depending on the type of activity. There is no requirement or expectation that the individual will be retained by the worksite following the successful completion of summer employment or other employment opportunities throughout the school year, pre-apprenticeship programs, or job shadowing.

Work Experience may also be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Youth program participants when the individual has successfully completed a vocational or occupational 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. While not required, every effort will be made to establish work experience opportunities in these circumstances at locations where there is an opportunity for the participant to be hired at the work site following successful completion of the work experience activity.

Work experience may be provided concurrently or consecutively with other appropriate career or training services for up to 30 hours per week 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 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 May 4, 2016. Retain this policy until further notice.

**INQUIRIES:**

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