

WIA TITLE I-B AND ARRA PROGRAM MANAGEMENT POLICIES AND PROCEDURES

MEMORANDUM #09-06

To: All WIA Title I-B and ARRA Adult and Dislocated Worker Program Subrecipients

Subject: Work Experience

Supersedes: Work Experience #04-06A

Effective Date: July 1, 2009

A. BACKGROUND

The Workforce Investment Act (WIA) allows for the provision of a work experience activity for eligible participants in the Title I-B and ARRA Adult and Dislocated Worker Programs through intensive services. The term “work experience” means a planned, structured work-based learning experience that takes place in a workplace for a limited period of time. Work experience may be paid, unpaid, or considered to be a service learning work experience, as appropriate. A work experience may be in the public sector, the private non-profit sector, or the private for profit sector.

As described in Memorandum #__-04, *Personal Training Accounts Including Individual Training Accounts and Supportive Services*, Workforce Development Council Snohomish County (WDCSC) has chosen to incorporate work experience wages and benefits within the WIA Title I-B and ARRA adult and dislocated worker PTA umbrella. Within the PTA structure, however, work experience obligations and expenditures are to be tracked separately from other PTA activities and are subject to the additional policies below.

B. GENERAL POLICY

Work experience shall be designed to promote the development of good work habits, basic work skills, and, as appropriate, an ethic of service for individuals who have never worked, have very limited exposure to the world or work, who have been out of the labor force for an extended period of time, or who are currently unable to obtain employment due to general economic conditions as defined in Memorandum #__-01D.

Participation in work experience shall be for a reasonable length of time, based on the needs of the participant as documented in her/his INDIVIDUAL EMPLOYMENT PLAN.

C. COMPENSATION

Participants enrolled in a paid work experience shall be paid an hourly wage at the same rate as similarly situated employees or trainees, but not less than the higher of the minimum wage prescribed under the Fair Labor Standards Act or applicable State or local minimum wage laws, whichever is higher. Participants enrolled in work experience in combination with another intensive or training activity may be paid wages and associated benefits for time in work experience only. Compensation shall be made by the Site Operator which is the employer of record utilizing a time and attendance form to be developed by the Site Operator. As the employer of record, the Site Operator is responsible for fulfilling all the responsibilities of an employer for any employee. Unpaid work experiences are an allowable option provided the Fair Labor Standards Act and applicable State and local minimum wage laws are not violated. Participants enrolled in a service learning work experience shall be paid Needs Related Payments as described in Memorandum #__-19.

D. WORK EXPERIENCE AGREEMENT

The WorkSource Snohomish County WORK EXPERIENCE AGREEMENT is to be used to establish all work experience assignments. The Agreement format may be revised by the Site Operator with the prior approval of WDCSC.

The Site Operator may design a form or forms to capture job description information, training plan information, and progress evaluation information to assess work readiness and/or occupational skills acquisition.

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 term of the Agreement are the same for all participants covered by the Agreement.

E. ADDITIONAL CENTER SITE OPERATOR RESPONSIBILITIES

It is the responsibility of the Site Operator to review and approve all WORK EXPERIENCE AGREEMENTS within established policies; to maintain a system of obligating and reobligating funds; to maintain a time and attendance and wage payment system; to maintain a system for providing work experience participants with benefits which shall, at a minimum, include FICA and workers' compensation; to track all work experience wages and benefits expenditures by participant; to ensure all record of eligibility for participation in work experience, the WORK EXPERIENCE AGREEMENT and associated documents, time and attendance records, wage and benefit payment information, and all progress reports for a given participant are maintained in the participant file; and to

provide any and all Federal, State, County, and WDCSC monitors and auditors with access to such records given reasonable notice.