

SOP 15-01
Work Experience
Standard Operating Procedures
Grow Southwest Indiana Region 11
WIB Approval Date: 01/23/2015

Purpose

To provide guidance for participants in Workforce Investment Act (WIA) Work Experience programs to acquire general workplace skills in order to obtain and retain gainful employment.

Recission: None

Work Experience – Adult and Dislocated Workers

WIA work experience is a short-term or part-time (paid or unpaid) work activity in the public or private sector which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors. Participation is based on the need of the participant and supported by an assessment. Work experience for adults and dislocated workers should be no more than 160 hours total and a minimum of 16 hours per week. For individuals with little or no work history, the need for work experience will be readily apparent; however, for dislocated workers it might be more difficult to justify unless they are displaced homemakers. Work experience cannot exceed 40 hours per week. Wages will be determined by the service provider based on current funding but in general do not exceed minimum wage at the time of the work experience. The participant will be compensated for actual time worked. Vacation, sick, overtime and holiday pay is not provided. Adult and Dislocated Workers will complete state and federal tax forms, and the appropriate tax will be withheld. The service provider will be responsible for the FICA taxes and the worker's compensation for these wages. Paychecks will be issued on a bi-weekly basis. W2s will be distributed by January 31 of each year.

Work Experience – Youth

Work experience may be subsidized or unsubsidized. All work experiences should be work-based learning experiences, which are at least 51% work. They will be through local business, non-profit organizations or governmental agencies. Wages will be determined by the service provider based on current funding but in general do not exceed minimum wage. Youth who

participate in this activity for consecutive program years may be given an hourly increase each year to encourage continued participation. This amount will be determined by the service provider based on funding allocations. Work hours will be determined by funding allocations and meet the guideline set forth by child labor laws. Hours will be coordinated between the youth, parents, the service provider, and the work site supervisor. Youth will complete state and federal tax forms, and the appropriate tax will be withheld. The service provider will be responsible for the FICA taxes and the worker's compensation for these wages. Paychecks will be issued on a bi-weekly basis. W2s will be distributed by January 31 of each year.

Staff members are responsible for ensuring that the youth and the work site supervisors have a working knowledge of applicable child labor laws. All forms required for the employment of youth such as the I-9 and W-4 will be completed. All youth between the ages of 14-17 must have an "intent to employ" card and a work permit. EEO/AA poster and teen work hour posters must be posted in a conspicuous place at each worksite and in the local WorkOne office. Work experience for youth is designed to enable youth to gain exposure to the world of work and its requirements. Work experience should help the youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth with opportunity for career exploration and skill development and is not to benefit the employer. Work experience should be no more than 160 hours total and a minimum of 16 hours per week. Work experience cannot exceed 40 hours per week.

General

Participants cannot be employed in the construction, operation or maintenance of any part of any facility that is used or will be used for sectarian instruction or as a place for religious worship. Work experience will not be developed at or within sites owned by religious or sectarian organizations. Religious or sectarian organizations include any organization that has as part of their function sectarian instruction or provide a framework for religious worship. Participants may not be employed in any political activities. Work sites cannot be developed with an employer that has individuals on layoff in the same job classification nor can a participant be placed if the placement will result in displacement of an employee, including partial displacement such as reduction in non-overtime hours, wages, or benefits. Work sites cannot be developed where a participant replaces someone in a labor dispute or where there is a Labor Agreement that the Union must sign. A work experience agreement may not be written with a company or agency if the owner of the company or the director of the agency is an immediate family member of the participant. Immediate family may not serve as the participant's supervisor or have the authority to hire or fire the participants at the workplace. Work experiences may be subsidized or unsubsidized and may include the following elements:

1. Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS).
2. Exposure to various aspects of an industry
3. Progressively more complex tasks
4. Internships and job shadowing
5. The integration of basic academic skills into work activities, supported work, work adjustment, and other transition activities

6. Entrepreneurship
7. Service learning
8. Paid and unpaid community service. Other elements designed to achieve the goals of work experience, [20 CFR Part 664,460]