



Northwest Arkansas Workforce Development Board

Policy Name: Work Experience Adult DLW
Date Approved by Board: December 2, 2020

The Northwest Arkansas Workforce Development Board work experience policies include the State's policy plus the following information.

Purpose:

To provide policy direction and guidance for the implementation of a Work Experience program for WIOA eligible Adults and Dislocated Worker participants.

Policy:

Work experience is defined as "a planned, structured learning experience that takes place in the workplace for a limited period of time that contributes to the achievement of the participant's employment goal."

The Work Experience worksite may be in the private-for-profit sector, the non-profit sector or the public sector.

The Work Experience is not designed to replace an existing employee or position. Wages are provided by NWAEDD and paid directly to the participant. Labor standards apply as the Fair Labor Standards Act. Employers are not monetarily compensated.

Policy Guidelines:

- The work experience must provide a planned and structured learning experience that will contribute to the achievement of the participant's employment goals.
- The work experience is designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
- Work Experiences for Adults and Dislocated Workers are limited to six months duration realizing that most will be less than six months. Exceptions to the length of participation must be approved by management.
- Participants will be paid the same hourly rate as other employees at the worksite factoring in the job description and entry level position.



Selection of training sites:

NWAEDD Supervisors will approve all training site locations.

When selecting training sites Career Advisors should be looking for sites that meet the following criteria:

1. The nature of the work at the site has a direct similarity to the goals of the participant's employment goals.
2. The worksite meets federal, state and local labor laws and agrees that the laws will be followed.
3. The worksite has a person designated as the supervisor. There must be alternate personnel to supervise in the absence of the supervisor.
4. Supervisors must be willing and motivated to meet the terms of the training site agreement.
5. The worksite will provide meaningful and continuous work during working hours.
6. The worksite agrees to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state and federal rules and regulations.
7. The worksite provides a description of the work experience activities and will provide the necessary paperwork including time and attendance records and participant evaluations.
8. Participants will be provided a work environment that meets health and safety standards.

Payroll Procedures:

Participants are employed in work experience activities and Northwest Arkansas Economic Development District will be the employer of record, using WIOA funds.

Time/attendance records will be submitted for payment twice monthly. Upon enrollment participants will be provided a payroll schedule.

The Records Manager will ensure that all enrollment and payroll requirements are completed when participants are entered in the payroll system. Paperwork must be submitted in a timely manner so the Records Manager has time to add participants to the payroll system. Failure to submit information timely could result in the participant not getting paid on schedule.

Payroll Forms:

Include AJL Universal Page Printout, Demographic Information Page, and Work Experience Service Page. **W-4**, State Tax Form, 1-9 and Backup, Direct Deposit Forms.



Northwest Arkansas Economic Development District

Hours:

Participants on work experience are never to work more than 40 hours per week. The budget does not allow for overtime pay. Career Advisors must inform the participant and the worksite supervisor that the maximum work time is 40 hours per week. The workweek starts on Sunday and ends the following Saturday. If a worksite allows a participant to work more than 40 hours the worksite will become responsible for the overtime pay

Holidays:

The WIOA program does not pay for holidays unless the participant actually works on a holiday. Straight time will be paid if this occurs.

Timesheets:

Participants are to record their time on a timesheet provided to them by their Career Advisor. Participants are responsible for signing in and out each day, then signing and dating their timesheet on the last day of the pay period and obtaining their supervisor's signature. Signatures must be in ink with no whiteout. At the discretion of the Records Manager messy timesheets will have to be redone.

Timesheets are to be verified for accuracy by the Career Advisor and the Record Manager. The payroll file will be kept in Harrison by the Records Manager for the time required to meet WIOA file retention.

Workers Compensation:

NWAEDD will provide workers compensation coverage for work experience participants. Worksites are required to cover their worksite safety procedures and return the safety orientation form to the Career Advisor. Worksite supervisors must cover the worksite safety procedures with the participant and sign and date the safety orientation form.

A handwritten signature in blue ink, appearing to read 'John Dyess', is written over a horizontal line.

John Dyess, Board Chair

12/14/20

Date