



Policy Name:	Work Experience Policy – Adult/DLW/Youth
Date Approved by the Board	December 2, 2020
Date Revised by the Board	September 1, 2021
Date Revised by the Board	December 1, 2021

The Northwest Arkansas Workforce Development Board Work Experience policies include the State’s policy plus the following information.

**Purpose:** Local Workforce Development Boards must have a work experience policy that outlines specific details and allowances for the area. Each policy must address the length of time for each work experience, the rate of pay, and the allowances of raises during work.

**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.
- The rate of pay will be a set amount determined by the budget each year but

can never be less than minimum wage.

### **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.

**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 work week 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.

The Northwest Arkansas Workforce Development Board will not have a set pay for work experience participants. The following will be taken into consideration when determining the pay of Work Experience participants; minimum wage, employer's starting pay wage and the need of each individual participant.

Work Experience participants will not be allowed to work over 80 hours on a bi-weekly pay period basis. No overtime will be allowed. Allowances of raises will not be given to any work experience participant.

Adult and Dislocated Workers will be allowed to participate in the work experience program for up to 6 months. Exceptions to the length of participation must be approved by management.

Out of School Youth who are attending GED classes will be allowed to work up to 1040 hours. Which is the equivalent of six months of work experience at 40 hours a week. Career Advisors are responsible for assuring hours are not exceeded. Exceptions to the length of participation must be approved by management.

\*Youth must attend GED classes full time and show monthly progression in grades to participate in work experience.

Out of School Youth who are not attending GED classes can work up to 6 months. Exceptions to the length of participation must be approved by management.

In School youth can work up to 8 weeks each summer they are participating with WIOA. In School Youth will also have an option to work throughout each school year until graduation. Exceptions to the length of participation must be approved by management. Career Advisors

will conduct orientation with each supervisor at the worksite to assure sign-in-sheets are completed accurately and participants are not exceeding hours permitted by the LWDB policy. Orientation will also be conducted with participants to assure their understanding of the policy.

Each Youth Work Experience must include an academic and occupational education component. The academic and occupational component refers to contextual learning that accompanies a work experience. The component includes the information necessary to understand and work in specific industries and/or occupations. The educational component may occur concurrently or sequentially with the work experience. Academic and occupational education may occur inside or outside the work site. The educational component may include workforce preparation activities, occupation, occupational cluster, or career pathway. The occupational component may include information concerning occupations and/or career paths related to the work experience. The educational and occupational component is more than general education, except as the education is related to the occupation, and current duties of the work experience.

NWAEDD has the flexibility to decide the appropriate type of academic and occupational education related to a specific work experience and the provider of the education component for the work experience. The academic and occupational component must be recorded in the participant files [20 CFR 681.600; TEGL 21-16]. In addition, these components must be described in AJL under the appropriate work experience service on the Service and Training Plan.

\*Documentation will be timesheets signed by supervisor, participant, and Career Advisor.

  
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John Dyess, Chair

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Date