

Policy Name.	Work Experience Policy
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Owner	Workforce Manager/Youth Workforce Manager

Policy:

An internship or work experience for eligible Workforce Innovation and Opportunity Act (WIOA) Adults and Dislocated Workers is an individualized career service within Career Services and is defined as a planned structured learning experience that takes place in the workplace for a limited period. An internship or work experience may be paid or unpaid.

For the WIOA youth program, work experience is similarly defined with the additional requirement that paid and unpaid work experience must include academic and occupational education. The WIOA places a priority on providing youth with occupational learning priorities and requires local areas spend at least 20 percent of their WIOA youth formula allocation on work experience, which may include wages and staffing costs for the development and management of work experience.

Work experience will be defined as a formal training program with a public, non-profit or private employer (the “Work Site”) to provide practical experience for individuals who have never worked, have very limited occupational exposure or have been out of the labor force for an extended period. The program will provide opportunities for participants to observe and perform skills under the supervision of experienced professionals in the career, trade occupation or job of interest to the participant.

Participants will be employees of CNY Works, Inc. and wages will be paid at an hourly rate not less than the State minimum or the required prevailing wage for the work assignment. Employers acting as the Work Site will not be compensated. Labor standards apply in any Work Experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable State Law.

Funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

Work experiences for Youth must include academic and occupational education to enhance a trainee’s long-term labor market attachment and encourage socio-economic self-sufficiency. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the Work Site.

Work experiences include, but are not limited to pre-apprenticeship programs, internships, and job shadowing. Participants who are placed in on-the-job training (hired by an employer) will follow CNY Works' On-the-Job (OJT) Training policy. Internships will mirror the OJT contract format, but reimbursement will be 100% of the training cost.

All Work Experience participants must meet WIOA program eligibility requirements, be enrolled into the respective WIOA program, and have received an assessment resulting in the development of an Individual Service Strategy (ISS) (for Youth) or Individual Employment Plan (IEP) (for Adults and Dislocated Workers) that documents the participant's need and benefit for Work Experience. An average training placement of twenty-six (26) weeks at twenty-five (25) hours per week is sufficient for most trainees, however, based on objective assessments and ongoing evaluations, and other factors such as physical, emotional, psychological and intellectual capacities of individual trainees, the duration and scope of individual work experiences may vary. Employment by CNY Works at any Work Site will be no more than 29 hours per week and less than 1,000 hours per fiscal year.

Monitoring

WIOA program staff must ensure regular and on-going monitoring and oversight of the Work Experience. Monitoring may include on-site visits and phone/email communication with the employer/trainer and participant to review the participant's progress in meeting training plan objectives. Any deviations from the Work Site agreement should be dealt with promptly. Work Experience participant's training and payroll records may be reviewed by federal, state and CNY Works' fiscal and program monitors. These entities have the right to access, examine and inspect any site where any phase of the work experience program is conducted.

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences. The payment for any such incentive will follow CNY Works' Incentive Payment Policy.

Business Engagement:

Work Experience opportunities will be developed with public, non-profit and private employers willing to provide Youth and/or Adults/Dislocated Workers with career exploration and skill development to establish a connection to the labor market and encourage the development of work readiness and occupational skills necessary for socio-economic self-sufficiency. The employers will enter into a Work Site Agreement with CNY Works, outlining requirements and expectations for the duration of the Work Experience.

The Executive Director or his/her designee has authority to make exceptions to the policy but must report such actions, along with the rationale used to make the exception, to the Program Committee.