

NORTH CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD

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WDB Policy#: 2.32

Effective Date: 6/13/2018

Revision Date: 12/11/2019, 1/04/2022

SUBJECT Work Experience

PURPOSE

The purpose of this policy is to describe and to detail the regulations concerning work experience, in accordance with the rules and regulations of Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U.S. Department of Labor (ETA), Issuances from the Arkansas Division of Workforce Services (ADWS), WIOA Title I-B Policy Manual, and local workforce board policy.

REFERENCES

WIOA §§129(c)(2)(C), 129(c)(4), 134, 181(d), & 188(a)(3) 20 CFR 680, 681, & 683 Comments in WIOA Final Rule concerning §§ 680.140, 680.180, 680.190, 680.195, & 680.320 TEGl 19-16 29 CFR part 2, subpart D Fair Labor Standards Act, WIOA Title I-B Policy Manual

BACKGROUND

Work experiences, including internships and transitional jobs, may be provided to Adults, Dislocated Workers and Youth who have met eligibility requirements and when these services are determined to be appropriate in order for individuals to obtain or retain employment. Work experiences are planned, structured learning experiences that take place in the private for-profit sector, the non-profit sector, or the public sector for limited periods of time. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists [20 CFR 680.180;20 CFR681.600]. Work experience may be paid or unpaid, as appropriate. Participant will be given time off to attend required pre-employment workshops.

WORK EXPERIENCE

ADULTS AND DISLOCATED WORKERS

Internships and other types of work experience for adults and dislocated workers do not require other particular career or supportive services. In addition, there is no cap on the percent of adult and dislocated funds that may be spent for other work experiences, including internships.

High school dropouts must also be enrolled in Adult Education and working toward their High School Equivalency Diploma to be approved for work experience.

YOUTH

Work experience for youth may be in the form of summer employment, employment during the school year, a pre-

apprenticeship program, an internship, job shadowing, or on-the-job training.

- Youth work experience must include an academic and occupational component; youth will do hands-on training along with workforce preparation activities.
- High school dropouts must also be enrolled in Adult Education and working toward their High School Equivalency Diploma to be approved for work experience.
- Work experiences provide youth participants with opportunities for career exploration and skill development.

WIOA does not conduct background checks or drug testing. Participants shall abide by all policies of the worksite.

DURATION:

- Work experience may be granted for a time period between three to six months.
- Exceptions must be approved by the Executive Director.

PARTICIPANT PAY:

- Work experience participants will earn what the starting wage of the business they will be working for is OR \$0.50 above state or federal minimum wage, whichever is higher.
- Participants are expected to be available for work 40 hours a week unless they are attending Adult Education classes or another acceptable form of educational training, unless approved by the Executive Director.
- No participant is allowed to work over 40 hours in a 7-day period.
- Participants have the option of direct depositing their check to an existing bank account or receiving a paper check via postal service mail.

The WIOA Program Manager or Records Manager will be responsible for reviewing and approving all worksite agreements.

Approved by the NCAWDB on 1/04/2022

NCAWDB Chair Signature: 