

Approved by Broome-Tioga WDB: ____1/24/2020____

Last Approved by Broome-Tioga WDB: _6/29/18____

Broome- Tioga Workforce NY Youth Work Experience Policy

Policy

At least 20% of the program year's Youth Fund (net of Admin portion) must be spent in Youth Work Experience (W.E.) as set by WIOA Section 129 (c) (4)

Allowable work experience expenses: Youth work experience expenses include the following (per TEGL 8-15):

- Wages/stipends paid for participation in a work experience. Refer to prevailing Broome-Tioga Workforce NY Supportive Services, Incentives, Wages and Stipends Policy- Youth
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience (please refer to prevailing Broome- Tioga Workforce NY Supportive Services, Incentives, Wages and Stipends Policy- Youth Only); and
- Employability skills/job readiness training to prepare youth for a work experience.

All other expenses not defined as above will not be allowable work experience expenses

Location: All work experience contracts must be conducted within NYS. No contracts can be written for work sites outside of New York State

Eligibility

All youth assessed as eligible youth under WIOA Section 129 (a) (1) and enrolled in WIOA youth program will be eligible for youth work experience.

Definition of Youth Work Experience

According to the Federal Register Vol 81, no. 161-681.600, work experiences

- Are a planned, structured learning experience that takes place in a workplace for a limited period of time.
- May be paid or unpaid, as appropriate.
- May take place in the private for-profit sector, the non-profit sector, or the public sector.

- Provide the youth participant with opportunities for career exploration and skill development.
- Must include academic and occupational education. 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.

Labor standards:

- Labor Standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.
- 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.

Types of Work Experience: The types of work experiences for the eligible youth include the following categories:

- (1) Summer employment opportunities and other employment opportunities available throughout the school year;
- (2) Pre-apprenticeship programs;
- (3) Internships and job shadowing; and
- (4) On-the-job training (OJT) opportunities as defined in WIOA sec. 3(44) and in § 680.700 of the same chapter.

Youth W.E. Steps (these steps will be performed by sub-recipients and if there are no sub-recipients available, Broome and Tioga Career Center personnel will perform the duties)

- Assess eligibility of youth under the WIOA Act.
- Perform initial assessment, evaluate youth’s interest in careers, education.
- Enroll youth in Youth Program, complete Individual Service Strategy (ISS, Input into OSOS
- Youth Programs to recruit youth and use Work Readiness assessment to assess and prepare youth in soft skills (i.e. listening attentively, solving problems, making decisions, cooperating with others etc.)
- Depending on assessment, group or one-on-one training will be recommended for interview skills, resume writing and other workshops.
- All youth will undergo career exploration through either Career Zone or Job Zone.
- Create plans based on Career/Job Zone assessments- Work experience, high school equivalency, post-secondary education and/or employment
- Entry of service into OSOS.
- Youth Program staff will establish relationships with participants, staff and employers.

Business Engagement

Career Center and sub-recipient staff will meet with businesses:

- To explain the work experience process
- Match business needs with youth interests in the different fields.

- Information packets can be made available to businesses: Information packets include: application form, timesheets, worksite agreement and evaluation forms. The application form will list educational requirements, job duties, employer expectations and necessary background/screening checks.
- Businesses will also be invited to present to youth at the Work Readiness meetings.
- Youth may be introduced to the workplace environment through shadowing opportunities during the Work Readiness activity. If a work experience arrangement is deemed mutually beneficial to the business and youth, a work site agreement will be signed with both parties to set up schedules and responsibilities.

Evaluation of Work Experience

Weekly:

- The weekly timesheets should contain assessments by the work site supervisor on attendance, personal appearance, attitude, cooperation and dependability.
- Timesheets are additionally signed off by Career Center Staff.

Midpoint and/or end:

An extensive evaluation meeting with the business and youth will be conducted by Career Center staff and/or Program Lead. The evaluation will be signed by employer and youth if available.

The mid-point evaluation will be done at least once for each work experience.

Points covered:

- skills gained by youth from the work experience
- business/employer's suggestions for improvement.

Length of Work Experience and pay rates:

- Youth work experience participants that are not in an OJT arrangement may work up to 40 hours per week for a maximum total of 160 hours for the entire duration of the work experience.

Exception: Upon approval of Workforce Director/Manager of that county Youth Program, a work experience contract may be extended up to 40hrs (total 200hrs). If it is deemed that the participant needs additional guidance/training before they possess the necessary entry level skills to be hired by that worksite employer.

- Multiple Work Experience arrangements with different employers are allowed but not to exceed the 160 hours in total. (There is no exceptions to the max 160hrs when there are different employers)
- Participants are to be paid at least the current NYS minimum wage for their region

OJT contracts:

Youth who are placed in OJT contracts will follow the Broome-Tioga OJT policy.

Use of temporary staffing agency: If a temporary staffing agency is contracted to handle the payroll aspects of youth work experience:

- Workforce will reimburse the temporary staffing agency the wages paid to the youth and the agreed fees per contract.
- All such expenses will be recognized as youth work experience expenses.