

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

Matt Wheeler, Chairman | Candle Sattler, Interim Director of Workforce Development

Seventh Planning District Consortium Workforce Development Board

Title: Revised Youth Work Experience Policy under the Workforce Innovation and Opportunity Act

Purpose: To establish guidelines for the selection and placement of WIOA program youth participants in work experience positions.

Policy: Implementation of Youth Work Experience Policy consistent with Section 681.600 of the Workforce Innovation and Opportunity Act (WIOA) regulations.

Procedure: The following guidelines will be followed by LWDB 70 staff in conducting case management for WIOA youth participants placed in work experience positions.

American Job Center Locations



cdconline.org

Bienville Parish
2434 Manning St.
Ringgold, LA 71068
(318) 894-9173

Bossier Parish
4000 Viking Dr., Suite B-1
Bossier City, LA 71111
(318) 741-7363

Caddo Parish
125 E. Louisiana Ave.
Vivian, LA 71082
(318) 676-5721

Claiborne Parish
507 W. Main St.
Homer, LA 71040
(318) 927-3338

DeSoto Parish
142 Lake Rd.
Mansfield, LA 71052
(318) 871-2391

Lincoln Parish
307 N. Homer St., Suite 307
Ruston, LA 71270
(318) 251-5023

Natchitoches Parish
303 Bienville St.
Natchitoches, LA 71457
(318) 357-2414

Red River Parish
815 E. Carroll St., 3rd Floor
Coushatta, LA 71019
(318) 932-9570

Sabine Parish
1125 W. Mississippi Ave., Suite A
Mony, LA 71449
(318) 256-2698

Webster Parish
902 Lee St.
Minden, LA 71055
(318) 371-3024



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1. Youth Work Experience Defined

Section 681.600 of the WIOA regulations defines work experience as, "... a planned, structured learning experience that takes place in a workplace for a limited period of time. Additionally, under WIOA youth work experience cannot be a "standalone" activity but must include "academic and occupational education". The WIOA regulations (681.600) identify four work experience "categories" for youth:

- a. Summer employment opportunities and other employment opportunities available throughout the school year,
- b. Pre-apprenticeship programs,
- c. Internships and job shadowing and
- d. On-the-job training opportunities.

It is anticipated that The Coordinating and Development Corporation will be placing most of its WIOA youth participants in work experience activities *available throughout the school year, as well as summer..* Where possible, LWDB 70 will also place WIOA out-of-school youth in local union sponsored apprenticeship programs as a work experience activity.

Unlike WIA, WIOA does not require that a summer employment program be offered to youth participants but WIOA does require that 20% of youth funds be spent each program year on work experience activities.

A year-round youth work experience program will enhance LWDB 70's ability to meet this 20% expenditure requirement and to arrange more meaningful and beneficial work experience activities for youth participants that will promote their long-term success in the labor market.

2. Selecting WIOA Youth Participants for a Work Experience Activity

To be considered for a work experience activity a WIOA youth participant must be active in (attending) an educational or vocational training activity. Any exceptions to this policy must be approved by the WDB Director in advance.

This is in line with the WIOA requirement that work experience must include academic and occupational training. Beyond this requirement, it will largely be a case management decision as to whether paid work experience is an appropriate and beneficial activity for a youth.

3. Length of Work Experience and Pay

Youth work experience will be limited to six months at a single worksite (employer). Participants will be paid a wage rate consistent with employer

or apprenticeship program practices.

In determining an appropriate work experience wage for a youth participant LWDB 70 may take into consideration the prevailing wage in the industry based on labor market information with adjustments to the youth participant's wage being made based on the experience of the participant in the position and in consideration of financial limitations (i.e., availability of WIOA youth funds) if necessary.

Youth participants may participate longer than six months if assigned to different worksites. Also, work experience may be extended beyond six months if a request is made directly to and approved by the WDB Director and where the worksite gives assurances that the extension will result in the youth participant being retained in unsubsidized employment.

Work experience extensions will be limited to six-month intervals with each six-month extension requiring the approval of the WDB Director. As part of the procedures for requesting an extension, worksites will be required to provide a target date for when the youth participant will be retained in unsubsidized employment (i.e., the youth participant is placed on the employer's payroll).

4. Positions (Jobs) Appropriate for Youth Work Experience

WIOA youth participants can be placed in work experience positions with private for profit businesses, private nonprofit organizations, and local, state, or federal government agencies. Work experience positions should, to the greatest extent possible, be related to the youth participant's vocational training activity.

The work experience position should provide the youth participant with the opportunity to observe the day-to-day operations of a private business or public agency related to their chosen occupational field and to apply or acquire additional knowledge and skills related to their vocational training activity. Regardless, youth should only be placed in positions with work activities that do not violate the requirements of child labor laws consistent with their age. Any issues or questions concerning the suitability or appropriateness of a work experience position for a youth participant should be presented to the Local Area Coordinator and WDB Director for consideration.

5. Worksite Agreements and Employer/Participant Expectations

Worksite Agreements must be entered into with all private businesses or public agencies where WIOA youth participants will be placed for a work experience position. Since most youth have no or very limited work experience, an Employer/Participant Expectations Agreement will be developed as a separate

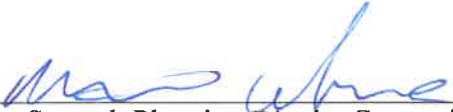
document.

This Expectations Agreement will specify the fundamental workplace practices and behaviors developed in consultation with the employer that the participant agrees to adhere to and will cover such "soft skills" topics as standards for attendance and tardiness, appropriate workplace dress and behavior (e.g., use of personal cell phones during work hours), relations with coworkers, interacting with customers or the public visiting the worksite, and procedures (formal and informal) for resolving work related disputes.

Employers will be encouraged to review the Expectations Agreement with the participant on or prior to the participant's first day of work, after which the Agreement will be signed by both the employer and the participant.

This policy shall remain in effect until revised or canceled by the Seventh Planning District Consortium Workforce Development Board.

Passed and Approved on this 4 day of December 2020.



The Seventh Planning District Consortium Workforce Development Board 12/4/2020
Date
Title: Matt Wheeler, Chairperson