

JEFFERSON/FRANKLIN CONSORTIUM WIOA TRANSITIONAL JOBS POLICY

Resource: [Office of Workforce Development \(OWD\) Policy on Adult/Dislocated Worker Work Experiences](#)

A “transitional job” is a work-based learning activity that provides a time-limited work experience, wages-paid and subsidized in the public, private, or non-profit sectors. Transitional Jobs serve individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history; demonstrate work success and develop the skills that lead to unsubsidized employment.

Up to ten (10%) percent of the Jefferson Franklin Consortium Local Workforce Development Board’s (JFCWDB) combined total Adult and Dislocated Worker allocations can be made available for Transitional Jobs. Transitional Jobs will be combined with comprehensive Career Services and Supportive Services.

Unlike OJT, there is no assumption that the individual will be retained in their transitional job after the experience is over, though that would be a successful experience and outcome.

Strategy

Transitional Jobs is an employment strategy to stabilize individuals and their families with earned income while they gain skills and experience to transition into unsubsidized employment.

A pre-award evaluation will be conducted by Job Center staff. This evaluation will take place prior to placement and will include the completion of a Worksite Agreement and an acknowledgement of general assurances. Copies of each agreement will be placed in the participant file.

1. A worksite Agreements is required between the Local WDB and the Worksite Employer and is required for each individual worksite. The Worksite Agreement must be signed by the Employer/Authorized Representative and Program Operators Authorized Agency staff before it is valid. General Assurances will be reviewed with the Employer prior to signature of the document.
2. Worksites will not use WIOA participants to replace regular unsubsidized employees. The training must not displace current employees (including a partial displacement, such as reduction in the hours of non-overtime work, wages, or employment benefits). A participant in a program or activity may not be employed in or assigned to a job if:
 - Any other individual is on layoff from the same or any substantially equivalent job;

- The employer has terminated the employment of any regular unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the participant; or
 - The job is created in a promotional line that infringes in some way on the promotional opportunities of currently employed workers.
3. Transitional employment wage will be at the Local WDB approved wage rate.
 4. The Local WDB will be considered the employer of record and will provide worker's compensation coverage to the participant.
 5. WIOA participants must complete all required new-hire paperwork prior to the hire/start date.
 6. WIOA participants will be E-verified before or within 3 business days of the hire/start date.
 7. WIOA participants will be paid only for actual hours worked. No pay will be given for lunch breaks, holidays, or absences. Overtime is prohibited.
 8. Timesheets will be utilized by the participant and employer to record and approve time. Job Center staff will provide the Worksite Employer and participant with instructions.
 - A Supervisor must review the timesheet for accuracy.
 - The timesheet must be signed and dated by the participant, worksite supervisor and approved by Job Center staff.
 - Timesheets will be submitted to Job Center staff on a bi-weekly basis.
 - Payroll checks for hours worked will only to be issued from an approved time sheet.

Employer Requirements/Limitations

- Regular employees and program participants alleging displacement may file a complaint under the applicable grievance procedures.
- The position must be a full-time position, defined as at least 32 hours per week.
- Training agreements cannot be for temporary or intermittent employment, or for employment in an occupation for a fee.
- A worksite employer would have the right to interview multiple candidates or agree to accept candidates referred by the Missouri Job Center.

Training

Employers will agree to provide constructive and meaningful work experience and training activities for the participant as follows and ensure that:

- Each worksite supervisor will be provided a Supervisor Orientation for the program.
- The participant duties and activities will be described in the training plan.

- The Employer will provide the participant with a formal orientation to the requirements of the job, work rules, expectations, hours of work, and any other special requirements of the Employer.
- The worksite will provide enough work/training to fully occupy the participant.
- The worksite will provide all necessary materials, supplies and equipment for the purpose of completing assigned tasks.
- The worksite supervisor will maintain close liaison with the program staff regarding:
 - Participant performance and behavior
 - Immediate notification of irregular or lack of attendance
 - Immediate notification of injury on the job
- The Employer will be responsible for reporting to the AGENCY immediately regarding termination of participants.
- The Employer will agree to provide the instruction, supervision of employees, etc. that are necessary for the participant to conduct their job duties.
- The Employer will ensure that accurate time and attendance records are completed daily and that the hours recorded will only reflect the hours the participant worked.

Employer of Record

The Local WDB is the Employer of Record for all participants in the Transitional Employment Program and will be responsible for 100% of the participant wages and workers' compensation. The employer/worksite supervisor MUST contact the program staff immediately upon a workplace injury of a participant and complete the necessary forms.

Monitoring

The employer will be informed that the OJTP, Missouri's Office of Workforce Development, U.S. Department of Labor, or other such related agencies may monitor the worksite to ensure compliance with rules and regulations.

Health and Safety

No trainee will be permitted to work or train in buildings or surroundings under working conditions that are unsanitary, hazardous, or dangerous to the trainee's health or safety. Participants employed or trained in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices. The Employer agrees to maintain sanitary facilities, safe working conditions, within a drug-free workplace and compliance with OSHA and the Fair Labor Standards Act (FLSA) provided to the training site by the program staff.

Participant Selection Criteria:

- WIOA enrollees at any level of employment plan, including training or direct job placement.

- Individuals who have been unemployed a minimum of 26 weeks, or unemployed youth ages 18 to 24, or ex-offenders, or people experiencing homelessness, or people receiving public assistance for 24 months or longer or individuals with disabilities.
- Adult transitional employment must be combined with other activities enhancing employability or directly related to active permanent job search.
- Completion of work readiness components as directed by Job Center staff and identified in individual employment plan.
- Placement in occupational field consistent with career objective identified in individual employment plan.
- Each participant must have an updated functional resume and completed work application related to the desired work assignment.
- Participant Requirements/Limitations
 - The maximum allowable cumulative hours for any individual is 300 hours.
 - The maximum weekly hours are 40 hours (paid time) for any individual.
 - Total slots are dictated by budget and funding source – participants enrolled on a first come/first serve basis until budget is completely encumbered.
 - If upon completion of the maximum work experience hours the Local WDB determines that participant requires additional hours to be successful or to obtain unsubsidized employment, the Local WDB may extend the work experience hours up to an additional 240 hours provided that the following are met and documented.
 - Updated Training Plan justifying new hours.
 - Updated EP.
 - Statement from the worksite Employer confirming the need for additional hours.

Participant Orientation

Job Center staff will provide appropriate orientation for Transitional Employment Program Participants which will include:

- The Workforce Innovation and Opportunity Act (WIOA) program rules and regulations.
- The purpose and characteristics of the WIOA program.
- Information on all available services, including supportive services.
- Expectations of workplace behavior (maintaining punctuality and regular attendance).
- Understanding confidentiality, appropriate behavior and sensitivity to other worksite staff (diversity, sexual harassment), drug and alcohol policies, health and safety issues, and worksite completion of forms.
- WIOA Complaint and Grievance Guide.
- Training plan: job title, job duties and responsibilities; length of training, work schedule; direct and/or indirect supervisor and their responsibilities.
- Rate of pay and frequency.

- Timesheet completion and distribution of checks.
- Counseling and monitoring visits.

Supportive Services

Supportive Services will be available to all participants registered and participating in activities authorized under WIOA, providing funding is available. Participants must be actively participating in the Transitional Employment Program and be unable to obtain such supportive services through other means. For more information on local Supportive Services, please refer to the Local WDB's most current policy on the subject.