

JEFFERSON/FRANKLIN CONSORTIUM WIOA YOUTH WORK EXPERIENCE POLICY

Resources [Office of Workforce Development \(OWD\) Policy on Youth Work Experiences](#)

Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period and provides opportunities for career exploration and skills development. Work Experience may be paid or unpaid, as appropriate. A work experience workplace may take place in the private for-profit sector, the nonprofit sector, or the public sector. Labor standards apply in any work experience environment where an employee/employer relationship exists (as defined by Fair Labor Standards Act). Work Experience is an activity involving a time limited work assignment designed to develop specific job keeping skills and/or specific job skills. Work assignments shall include an evaluation of the skills developed during the assignment. Work Experience is provided to youth based on needs determined by a case manager's assessment and provided for in the Individual Service Strategy (ISS) and documented in service notes in Missouri's statewide case-management system.

The Jefferson/Franklin Consortium Local Workforce Development Board (WDB) and all Job Center staff will adhere to Missouri's most current policy on WIOA Youth Work Experiences located at jobs.mo.gov/owdissuances.

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. The hourly wage will be set according to 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.