

Section-03 Programs and Eligibility	P-0300600	Effective Date: 10/21/2021
Replaces TAWDB WIA Work Experience dated 2/20/2014 and EWB Adult and Youth Work Experience dated 2/28/2019		
Delaney Rea, GCWDB Chair		

Interns and Work Experience

In the spirit of the WIOA vision Green Country Workforce (GCW) utilizes Work Experience as an opportunity for the development of strong, vibrant regional economies where businesses thrive, and people want to live and work. The pillars of GCW’s internship program are to partner with our Top Tier Employers to provide mentorship and a healthy work environment that puts our interns on a path to earning a family sustainable wage. Our paid internships not only give the interns a view of a healthy working environment and vocation, but a visualization of the path to a family sustainable wage inspiring them to become productive members of the economy.

I. Adult and Dislocated Workers:

An internship or work experience (Internship/WEX) for WIOA Adults and Dislocated Workers is an Individualized Career Service and is defined as a planned structured learning experience that takes place in the workplace for a limited period. An internship or work experience may be paid or unpaid.

II. Youth: For the WIOA youth program, work experience is similarly defined with the additional requirement that paid and unpaid work experience must include academic and occupational education. WIOA places a priority on providing youth with occupational learning priorities and requires local areas to spend at least 20 percent of their WIOA youth formula allocation on work experience, which may include wages and staffing costs for the development and management of work experience.

III. Intern and Work Experience Considerations:

A. Wages: When determining the hourly wage, the following should be taken into consideration. This list is not intended to be all inclusive:

1. Type of work performed during the internship.
2. Skill set of the intern.
3. Skill set required for the WEX.
4. Entry level salary expectation.
5. 70% of family sustainable wage for the area.

EQUAL OPPORTUNITY AND NONDISCRIMINATION: All providers must comply with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity. Auxiliary aids and services are available upon request to individuals with disabilities. Green Country Workforce is an equal opportunity employer/program. BABEL NOTICE: (29CFR 38.9(g)(3)): This document contains vital service information. If needed, call 918-796-1200 for assistance in the translation and understanding of the information in the document(s) you have received.

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B. Timesheets: Interns log their own time in the Employer of Record (EOR) timecard system. The employer site supervisor reviews and approves timecards weekly. The EOR sends emails to the employer on Mondays to review and approve timecards. The BSL logs into the timecard system on Wednesday, verifies employer approval, and downloads the individual intern's timesheet as mmddWEXTIMESHEET-f.lastname. The BSL sends the timecard to the Accounting Clerk. The Accounting Clerk compares each timecard to the EOR's invoice and uploads copies into OKJobMatch and the Customer Relationship Management (CRM) system.

C. Standard duration is a minimum 4 week / 80 hours and maximum 520 hours, without an exception granted by Business Services Director.

IV. Employer Considerations: Business Services Liaisons (BSL) will seek employers and worksites that are committed to help WIOA participants receive the experience and training that is required for employment beyond the training period. The employer(s) must be willing to work closely with the BSL and career managers and notify them if issues or problems occur. Employers need to have some flexibility in working with participants who have issues that may be barriers to employment (transportation, childcare, personal adjustment problems, etc.) WIOA staff will help address these issues throughout the subsidized placement and, in some cases, into long-term employment.

V. Worksite Agreements will be filed by Business Services Liaison on the shared drive GCWDB/Business Services/Worksite Agreements

VI. Equal Opportunity and Nondiscrimination Statement: All recipients, and subrecipients/subgrantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

VII. Action: The Executive Director is responsible for compliance of this policy. The Executive Director is responsible for annual review and revisions if needed. Any exceptions to this policy statement will require prior written approval from the Executive Director or chair of the Green Country Workforce Development Board.

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This policy will be effective immediately upon approval of the GCWDB membership.

ATTACHMENTS:

1. Attachment A: WIOA Worksite Terms and Conditions
2. Attachment B: WIOA Trainee Work Plan
3. Attachment D: WIOA Work Experience Trainee Evaluation
4. Attachment E: WIOA Work Experience Worksite Orientation
5. Attachment F: WIOA Work Experience Incident Report

Reference:

OWDI 04-2018, Worksite Agreement

OWDI 04-2015, Youth Program

OWDI 07-2020, Adult and Dislocated Worker Program

Chair, Green Country Workforce Development Board / Date

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