

SC WORKS

PEE DEE

PEE DEE INSTRUCTION NUMBER: WIOA-19-010

TO: Pee Dee Local Workforce Development Area Contractors

SUBJECT: Work Experience and Transitional Jobs

ISSUANCE DATE: May 26, 2020

EFFECTIVE DATE: Immediately

Purpose: The purpose of this amendment is to replace Instruction WIOA-18-005 Change 1 Work Experience and Transitional Jobs to allow virtual worksites and trainees, stipends, and the payment of incentives in recognition of achievements tied to work experience.

Background: On March 13, 2020, President Trump declared a national emergency in the face of the COVID-19 pandemic, leading to closed schools, cancelled events, business closings and uncertainty in our communities. As a result, opportunities for participants to take part in “traditional” work experiences were severely limited. Many employers have laid off workers or closed their businesses and when the government allows re-openings, employers are having major, even costly concerns, with providing social distancing for their own employees and customers. The local employers are not as able to provide opportunities for trainees. As a result, Pee Dee LWDA explored less traditional means of providing work experiences for participants and virtual opportunities were discovered.

A virtual workplace is a workplace that is not located in any one physical space; rather several workplaces are technologically connected (via the internet) without regard to geographic boundaries. Employees are thus able to interact and work with one another in a collaborated environment. A virtual employee is a type of freelance worker who works on a remote basis for a company and may be paid like an independent contractor, for completion of assigned tasks. With these definitions in mind, the Pee Dee LWDA expands its work experience opportunities to include virtual work experiences, its means of compensating trainees for work experience to include stipends and incentives and its list of supportive services to include those relevant to a virtual work experience.

Policy Background: The Workforce Innovation and Opportunity Act (WIOA) was implemented on July 1, 2015. WIOA's definition of work experiences for youth are basically the same as the description for work experiences under the provision of the Workforce Investment Act (WIA), WIOA's predecessor legislation. WIOA, however, introduces the concept of transitional jobs for adults and dislocated workers, as opposed to the work experiences that could be offered as a WIA intensive service.

Section 681.600 of the Workforce Innovation and Opportunity Act (WIOA) defines work experiences for youth as planned, structured learning experiences that take place in a workplace for a limited period of

time. Work experience provides the youth participant with opportunities for career exploration and skill development. Work experiences may be in the private-for-profit sector, the non-profit sector, or the public sector. They may be paid or unpaid. 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. Child labor laws also apply. When compensating youth with wages or stipends for work experience, Internal Revenue Service (IRS) guidelines must be adhered.

Section 680.190 of WIOA defines a transitional job as one that provides limited work experience for adults and dislocated workers. It is subsidized in the public, private, or non-profit sectors for those 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.

TEGL 22-16 supports the payment of incentives for work experience achievements. Incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes. Incentives may be provided during work experience as long as they comply with 20 CFR §681.640 and are tied to the goals of the work experience, outlined in writing before the commencement of the program, align with the local area's incentive policy and are in accordance with the requirements of 2 CFR § part 200.

DOL provided written guidance during a COVID-19 recorded event on WorkforceGPS, its online technical assistance website, that internet hotspots and voice and data services for cell phones were allowable supportive services. These items, along with other work related attire and tools, may be needed by participants, particularly engaged in a virtual work experience.

Policy: The Pee Dee Workforce Development Area's policy as it relates to work experience/transitional jobs is as follows:

1. Up to 10% of the adult and dislocated worker funds may be used for transitional employment for eligible participants who are chronically unemployed or have inconsistent work history. For purposes of this activity, an individual who has been unemployed for more than six months will be considered chronically unemployed and inconsistent work history will be defined as those who have not maintained continuous employment for at least six months. Transitional jobs must be combined with comprehensive career services and supportive services. Supportive services may be provided by partners in accordance with Section 680.900 of WIOA. In accordance with Section 680.150 of WIOA, individualized career services must be made available, if determined appropriate and in order for an individual to obtain or retain employment. In addition, follow-up services must be made available for a minimum of 12 months following the first day of employment, to participants who are placed in unsubsidized employment.
2. Youth work experiences must include academic and occupational education which:
 - Refers to contextual learning that accompanies a work experience;
 - May occur concurrently or sequentially with the work experience;
 - May occur inside or outside the work site;

- Includes information needed to understand and work in specific industries or occupations; and
- Can be provided by the employer, or may be provided separately in the classroom or through other means.

The contractor has the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience.

3. The types of work experiences for youth include the following:

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities.

Separate requirements are included in each contractor's statement of work as it relates to on-the-job training (OJT) opportunities. Contractors are required to adhere to those separate requirements as they relate to OJT.

In accordance with TEN 22-19, issued by the Department of Labor, April 3, 2020, this list of types of work experience is not all inclusive of the types of activities that might count for a work experience. Examples given include a Registered Apprenticeship which may count as a work experience and a training since it has components of both. Also mentioned in the TEN is volunteer or community service work which also falls under the program element of leadership development. If it meets the definition of work experience (i.e., a planned, structured learning experience that takes place in a workplace for a limited period of time), it could be considered a work experience activity and count toward the 20% work experience expenditure requirement described below.

4. Expenditure Requirement: A minimum of 20 percent of local area funds must be spent on work experience. Program expenditures on this program element may include more than just wages paid to youth. Allowable expenditures may include items such as:

- Wages or stipends paid for participation in a work experience;
- 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; and
- Employability skills or job readiness training to prepare youth for a work experience.

The contractor is responsible for adequately documenting and accounting for staff and participant time to ensure that the time spent on allowable work experience activities is charged

appropriately. Tools for tracking work experience expenditures are offered in the resource section of TEN 22-19. For purposes of calculating the required expenditure levels, funds expended by partners for the work experience activity will not be applied.

5. The contractor is responsible for ensuring the youth have resources needed to participate successfully in a work experience opportunity. Supportive services cannot be counted towards the 20% work experience expenditure requirement even if they assist the youth in participating in the work experience. DOL provided written guidance during a COVID-19 recorded event on WorkforceGPS, its online technical assistance website, that internet hotspots and voice and data services for cell phones were allowable supportive services. These items, along with other work-related attire and tools, may be needed by participants engaged in a virtual work experience.

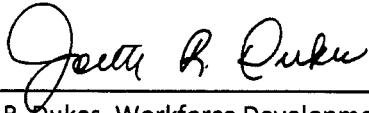
Action Required: As it relates to work experience and transitional jobs:

1. The contractor must enter into a Work Site Training Agreement with the employer offering a participant a work experience or transitional job. This training agreement must adhere to all applicable federal, state, and/or local legislation relative to work experience/transitional jobs training (Attachment A). A training site must be eligible to enter into a Work Site Training Agreement (i.e. the training provider must not be legally barred from performing services for the Department of Labor or any other governmental entity).
2. The contractor should insure that participating worksites introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job. Contractors should seek employment sites that allow the youth to receive hands on experience in a career cluster/industry of interest, develop and practice work readiness skills in a professional environment and gain mentors and a network of contacts in the career cluster/industry of interest. Employment worksites may be virtual.
3. Total training hours in work experience or a transitional job will not exceed 40 hours per week for three months for a total of 480 hours without prior approval of Pee Dee Regional Council of Governments.
4. Electronically signed copies of the Work Site Training Agreement must be maintained by the contractor and the training site.
5. The contractor should develop documentation for the participant's electronic signature that includes the stated work hours, notice of lunch break without pay, the hour wage, time and location of payment and knowledge that their worksite supervisor will evaluate their work experience/transition job performance at least two times during the work experience/transitional job - midway and at the end. If an In-school or Out-of-school youth participant will earn incentives connected to recognition of milestones and success outcomes, the incentive payments and milestones/outcomes should be included. The documentation should also include assurances that the participant is not related by birth, marriage, or by common law to any employee in a position of supervision on the work experience/transitional job training site selected for the participant. (Sample, Attachment E).
6. The contractor must complete an I-9 and W-4, as applicable, for each participant engaged in a paid work experience/transitional job. As a general rule, contractors should expect to compensate

participants engaged in all types of work experience or a transitional job, with the exception of internships (that do not involve an employee/employer relationship as defined by FSLA or State labor laws) and job-shadowing, which do not require compensation. For hours worked, the contractor shall pay participants wages up to the rate paid to employees/trainees in similar positions and not less than the prevailing Federal Minimum Wage established by the Fair Labor Standards Act. The contractor will follow Pee Dee LWDA Instruction 19-009 to determine if it is more appropriate to pay stipends instead of wages. No participants' hours shall exceed 40 hours per week.

7. Contractors may consider work experiences offered by partner programs as part of their service strategy to an adult, dislocated worker or youth, as long as the work experience meets the criteria established in the "Policy" section of this document. Wages paid by partners do not count toward any expenditure requirements or limits under the WIOA regulations.
8. Youth participants may receive incentive payments in recognition of achievement of milestones and successful outcomes in the program tied to work experience, whether the work experience is paid or unpaid. The provision of incentives must be in compliance with policy described above.
9. Work experience/transitional jobs trainees must be evaluated at least twice during his/her participation by the training supervisor to insure that the trainee is progressing toward planned goals and is meeting the expectations of the training provider (Attachment B). A representative of the contractor will participate. The evaluation will cover each of the major training elements outlined in the Work Site Training Agreement. The training site will notify the contractor immediately if there are attendance or disciplinary problems, or if the participant is unable to perform in accordance with the Training Agreement.
10. The contractor must monitor training sites at least once during the training period to ensure compliance with the Training Agreement. The Work Site Monitoring Instrument (Attachment C) must be utilized to document all monitoring activities. This instrument should be maintained in a central electronic file at the contractors' office.
11. Time and attendance documentation must be maintained to document participation in the work experience/transitional jobs activity. For non-virtual worksites, the participant must utilize Attachment D Time Sheet provided. The trainee will not receive payment for any absence, whether excused or unexcused. The virtual worksite must provide supporting documentation from a system that records the daily time spent in the platform and the milestones achieved. No participants' hours shall exceed 40 hours per week.
12. The contractor must ensure that work experience/transitional job arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements of unions.
13. The contractor must ensure that work experience/transitional job participants do not "displace" a current worker.
14. The adult/dislocated worker contractor must ensure that no more than 10% of the allotted funds for adults and dislocated workers are expended on transitional jobs.

Inquiries: Questions pertaining to this instruction should be directed to Joette Dukes at (843) 669-3138.

A handwritten signature in black ink, reading "Joette R. Dukes". The signature is fluid and cursive, with the first name "Joette" being more prominent.

Joette R. Dukes, Workforce Development Director

- Attachments:
- A. Training Agreement & Signatory Page
 - B. Trainee Evaluation Form
 - C. Work Site Monitoring Instrument
 - D. Participant Time Sheet
 - E. Trainee Certification
 - F. Professional Behavior and Dress Policy
 - G. "What is WIOA Work Experience for Youth?" Sample Cover letter

**PEE DEE LOCAL WORKFORCE DEVELOPMENT AREA
WORK EXPERIENCE/TRANSITIONAL JOBS TRAINING AGREEMENT**

Employer: Click here to enter text.

Address: Click here to enter text.

Worksite Supervisor: Click here to enter text.

Phone:

Alternate Work Supervisor: Click here to enter text.

Phone:

Trainee's Name: Click here to enter text.

Age: Click

(If multiple participants are assigned to a site, please use page 5.)

Trainee's Job Title: Click here to enter text.

Phone: Click here

Numbers of hours working per week: Click . **Days of Work Schedule:** Click

Number of Participants at this site: Click e. **Time of Work Schedule:** Click

Total Contract Hours (not to exceed 480 hours): Click here to enter text.

Start Date: Click here to enter text.

End Date: Click here to

Skills Needed for Work Experience:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Brief description of Job duties (attach job description):

Worksite Supervisor's Responsibilities

I understand that the trainee is to be provided with a valuable work experience, which will provide the above-indicated training. In addition, the worksite supervisor will provide:

- A. Adequate supervision;
- B. An environment that will help the individual's job performance throughout the training so that he or she can learn and grow as an employee;
- C. Soft Skills development;
- D. Accurate account of daily time and attendance;
- E. Sufficient work to occupy participant during work hours;
- F. A safe and healthy environment;
- G. A work environment that adheres to the provisions of the South Carolina Child Labor Laws;
- H. Sufficient equipment and/or material to carry out work assignments;
- I. Maintenance and approval of participant's time record; and
- J. Evaluation of the participant's progress and certification that the participant has attained pre-identified job skill competencies by the end of training.

By signing this agreement the Employer agrees to abide by the following regulations and prohibitions:

- A. Ensure that the worksite complies with OSHA standards (not applicable to most virtual experiences).
- B. Ensure that the worksite is bound by the Drug-Free Workplace Act of 1988.
- C. Notify the Contactor if a trainee's performance becomes substandard so that a meeting may be scheduled with the trainee, if agreeable to both parties, and will follow up with the Contractor on a bi-weekly basis to confirm participant's progress.
- D. Train individuals determined by the Contractor to meet the eligibility requirements for training under WIOA Regulations.
- E. Maintain and make available participant's attendance reports and job duty statements.

General Provisions

A. Job Description

The Worksite Supervisor will provide a job description for each job in which the participant will be assigned during the work agreement. The job description(s) will be maintained in the WIOA participant hard file. It is the responsibility of the WIOA Career Coach to review the job description(s) with the WIOA participant. The participant's signature will verify they have read and understand the job description(s).

B. Supervision

The Worksite must appoint a Supervisor for the participant who will provide direction and training. For youth, a Supervisor must be available at all times (to include virtually accessible for virtual trainees) to guide and direct participants in completing their work assignments. It will be the responsibility of each site Supervisor to formally evaluate every participant in his/her charge at midpoint and at the conclusion of the work experience. An evaluation form will be provided by the contractor. The evaluation is to be submitted to the WIOA Program Career Coach and be placed in the WIOA participant's electronic file.

C. WIOA Participant File

The Worksite must maintain an electronic or physical file for each participant containing participant contact information, the contractor contact information, participant evaluations, participant timesheets and the Work Site Training Agreement.

D. Timekeeping

A major responsibility of the non-virtual worksite is the accurate daily monitoring of the participant and his/her timesheets. The worksite will receive timesheets for each participant assigned to their site and will need to ensure the participant accurately records and signs their timesheet to reflect actual time worked. The participant will need to complete the timesheet at the start and end of each work shift. Worksite Supervisors must sign timesheets weekly. Timesheets are to be completed in blue or black ink.

The virtual worksite must provide supporting documentation from a system that maintains daily time spent virtually on prescribed tasks. A separate time sheet is not required. The Contractor should utilize the virtual worksite's system to closely monitor the participant's progress.

F. WIOA Participant Wages/Stipends and Incentives

For hourly paid positions, the contractor shall pay participants wages up to the rate paid to employees/trainees in similar positions and not less than the prevailing Federal Minimum Wage established by the Fair Labor Standards Act. The contractor may pay the participant trainees incentives connected to the recognition of achievement of milestones in the program tied to the work experience, whether the work experience is paid or unpaid. No participants' hours shall exceed 40 hours per week.

Worksite Agreement Signatory Page

The signatures below formalize an agreement between the WIOA Contractor, [Click here to enter text.](#), and the Employer, [Click here to enter text.](#), in partnership to provide a meaningful Work Experience for the WIOA participant. It is understood that it is not guaranteed a participant will be placed in unsubsidized employment at this Worksite following the Work Experience. The WIOA Contractor will pay the participant's wages/stipends and incentives during the duration of the Work Experience. The employer is not liable for any injury or workman's compensation as the participant is covered under an Accident Insurance Policy through the State of South Carolina.

I, [Click here to enter text.](#), representative of [Click here to enter text.](#), hereby agree to abide by the rules and regulations of the WIOA, as described in the Training Agreement. I certify that the Training Site is eligible to enter into this agreement and has not been barred from performing services for the Department of Labor or any other governmental entity. I understand that contractor staff may contact me, and I agree to work with them to resolve issues or concerns which may arise. I will notify the designated point of contact about major problems or issues, but do not hold them responsible. *Failure by either party to comply with any or all of the stipulations set forth in this agreement may be cause to terminate this agreement.*

Name, Title, Signature and Telephone Number of secondary person(s) authorized to sign claims for reimbursement under this contract.

Name:		Title:	
Telephone No.:		Signature:	

Worksite Representative Signature

Date

WIOA Contractor Representative Signature

Date

Trainee Information

[illegible]

VIRTUAL WORK EXPERIENCE EVALUATION TOOL

PARTICIPANT EVALUATION					
Employer:			Worksite Supervisor/Reviewer:		
Participant Name:			Participant Job Title:		
Start Date:		Midpoint Review Date:		Final Review Date:	
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Rating (1-4)	Self-Rating (1-4)	Performance Rating (1-4)	Self-Rating (1-4)
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving to scheduled meetings on time and completing work in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. This includes dressing professionally for all virtual meetings and presenting a professional image on all relevant social media platforms used for training purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with other interns and staff. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM SOLVING/ CRITICAL THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL SCORE:		1-4	1-4	1-4	1-4
and 4-box total, average score = total score / 4		1-4	1-4	1-4	1-4

To meet work-readiness skill attainment:

- (1)*Participant must have an overall average score that is “proficient” (3.0) or participant must meet “proficient” standard in 80% of the total categories listed.
- (2) Supervisor MUST verify that performance on job was satisfactory.
- (3) Participant must not have been fired from this work experience.

***** See next page for Comments section and Signatures *****

Supervisor's Comments:

Participant had satisfactory work performance and has met minimum total score:

Supervisor Signature: _____

Participant Signature: _____

Date Completed: _____

TIPS FOR IMPLEMENTING WORK READINESS TOOL

- **PREPARATION:** Employers should review tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer's discretion, this can be done as part of an employer-led group orientation or individually with each intern. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.
- **FREQUENCY:** It is recommended that supervisors conduct more than one evaluation. Benefits of administering “mid-point” assessments include the ability for supervisors to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support.
- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for supervisor's convenience.

WORK EXPERIENCE EVALUATION GRADING SCALE

ATTENDANCE: Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

PUNCTUALITY: Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other works.

WORKPLACE APPEARANCE: Dressing appropriately for position and duties. Conveying a professional image on relevant social media platforms

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated appropriate appearance or conveyed a professional image on relevant social media platforms	Inconsistent in demonstrating appropriate appearance or conveyed a professional image on relevant social media platforms	Dresses appropriately and practices or conveyed a professional image on relevant social media platforms and duties with rare exception.	Consistent display of professional appearance or conveyed a professional image on relevant social media platforms serves as a model for other workers.

TAKING INITIATIVE: Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins and remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK: Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

COMMUNICATION SKILLS: Speaking clearly & communicating effectively, verbally & non-verbally. Listening attentively. Using language appropriate for work.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively. Can effectively present to a group if needed.

RESPONSE TO SUPERVISION: Accepting direction, feedback & constructive criticism with positive attitude and using information to improve work performance.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

TEAMWORK: Relating positively with interns and staff. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

PROBLEM SOLVING/CRITICAL THINKING: Exercising sound reasoning & analytical thinking. Using knowledge & information from job to solve workplace problems.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

WORKPLACE CULTURE, POLICY AND SAFETY: Understanding of workplace culture and policy. Complying with safety rules. Exhibiting integrity & honesty.

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
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Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace.	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.
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**PEE DEE WORKFORCE DEVELOPMENT AREA
WORK EXPERIENCE/TRANSITIONAL JOB
MONITORING INSTRUMENT**

Training Site: _____

Participant(s) Assigned

Monitoring Date

Participant(s) Present

Contact Person for Training Site

1. Is the training site virtual? Yes _____ No _____
2. Is the assigned worksite supervisor present for the interview?
Yes _____ No _____
(If no is checked, list the name and job title of the person present)
3. Does the Training Site Employer have a completed worksite agreement?
Yes _____ No _____
4. Does the job description accurately reflect the actual work that the trainee is performing?
Yes _____ No _____
5. Are job assignments in accordance with the Fair Labor Standards Act (*Youth under 16*)?
Yes _____ No _____
6. Are time records up-to-date and being accurately maintained?
Yes _____ No _____
7. Do time records reveal hours in excess of those allowed by the Fair Labor Standards Act (*Youth under 16*)? Yes _____ No _____
8. Do time records reveal hours in excess of 40 hours per week? Yes _____ No _____
9. Based on interview(s) of at least 25% (round up to the nearest whole number) of the participants assigned to the site, answer the following questions:
 - a. Is there a supervisor available at all times (*Youth only*)? Yes _____ No _____
 - b. Is there sufficient work available for all trainees? Yes _____ No _____

- c. Are time and attendance policies being adhered? Yes _____ No _____
- d. Are trainees aware of their duties and responsibilities? Yes _____ No _____
- e. Are trainees aware of the procedures as they relate to absences, tardiness, and/or emergencies? Yes _____ No _____
- f. Are trainees experiencing any problems that may affect their worksite performance?
Yes _____ No _____
- g. Name(s) of trainees interviewed:

- 10. If applicable, does a survey of the buildings and surroundings reveal any breach of compliance with OSHA safety standards? Yes _____ No _____
- 11. Based on trainee interviews and direct observation, were there any noted instances of non-compliance with the Agreement and/or federal, state, and local laws and regulations?
Yes _____ No _____ If yes, please explain.
- 12. Ask the Training Site Employer representative the following questions: On a scale of 1 to 6, with 6 being the best, how satisfied are you with the work experience/transitional job trainee and/or activity?

Have there been any issues with the work experience/transitional job activity? How was it resolved?

- 13. General Comments/Observations:

Monitor's Signature

Date

**PEE DEE LOCAL WORKFORCE DEVELOPMENT AREA
WORK EXPERIENCE/TRANSITIONAL JOB
TIME SHEET**

Participant's Name: _____

Training Site: _____ Supervisor: _____

Pay Period: From _____ to _____

<i>Day of Week</i>	<i>Date</i>	<i>In</i>	<i>Lunch</i>		<i>Out</i>	<i>Total Hours Worked</i>	<i>Trainee Signature</i>
			<i>Out</i>	<i>In</i>			
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total Hours							

Comments:

Supervisor's Signature _____ Date _____

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
WORK EXPERIENCE/TRANSITIONAL JOB
TRAINEE CERTIFICATION**

I certify by signature that all information provided to the Workforce Innovation and Opportunity Act (WIOA) staff in reference to previous education and work experience is accurate to the best of my knowledge.

I further certify that I do not have any members of my immediate family (wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, grandmother, grandfather, granddaughter, grandson, step-mother, step-father, step-brother, step-sister, step-son, step-daughter, half-brother, half-sister, uncle, aunt, nephew, and niece) employed in a selection, hiring, placement or supervisory responsibility for Work Experience/Transitional Job participants with _____.
(Employer Name)

I have been informed of the purpose and expected results of the Work Experience Program by the WIOA staff and have had the opportunity to review my Job Description. I fully understand and agree to abide by its contents. I understand that I may be terminated from the Work Experience Program for failure to comply with the terms of this agreement.

I agree to abide by all rules and regulations established for employees of the Training Site relating to workplace responsibilities and conduct. I will not engage in any partisan or non-partisan political activities or religious activities during training hours.

I understand that I will earn wages for hours worked at a rate of \$_____/hr OR stipends at \$_____ per _____ AND/OR incentives for achieving milestones and goals tied to the Work Experience opportunity for a total of \$_____ as prescribed in the attached Incentive Plan. WIOA funds and the WIOA contractor will provide payment to me. I will not receive or request any compensation from the Training Site for work performed under this agreement. I will not perform any additional services for wages with the Training Provider not contained in this agreement. I will promptly notify the WIOA staff of any changes to my level of responsibility at the Training Site, as this may result in a change in my status as a trainee.

I understand that the Work Experience Training is divided into bi-weekly segments. I understand that my training payment will be based on my attendance, completion of tasks assigned, as well as, the progress that I make toward my established goals. Satisfactory completion of a training segment will be determined by my ability to satisfactorily perform occupational duties as stated in my job description.

Trainee Name

WIOA Staff Person's Name

Trainee's Signature

Date

WIOA Staff Signature

Date

WORK EXPERIENCE PROFESSIONAL BEHAVIOR AND DRESS POLICY

To maintain the positive image of the WIOA program, participants are expected to behave and dress appropriately for all activities.

Behavior:

- Participant is expected to respect all staff members, instructors, and Worksite Supervisors.
- Unless for work purposes for a virtual worksite, participant is not allowed to use cell phones, social media, headphones or other personal computer or electronic items while working at the Worksite.
- Participant will inform the Worksite supervisor and a WIOA Contractor Representative if they will be late or absent. Participant understands that poor attendance, excessive tardiness will not be tolerated.
- Smoking in non-designated areas on a physical worksite, and substance abuse, in general, comes with zero tolerance and is subject to immediate termination from the program.
- Weapons of any kind will not be tolerated and possession of such at a worksite is subject to immediate termination from the program.
- Participant may have access to confidential employer/client information dependent upon the worksite selection. It is the participant's responsibility to maintain the integrity and confidentiality of the information.
- Worksite policies also must be followed exactly. Not conforming to these individual policies is reason for immediate dismissal from the program.

Proper Appearance and Clothing:

- Work Experience participant agrees to adhere to the Worksite's dress code and will wear proper uniform if required. If a participant on a virtual worksite has an internet meeting with the worksite supervisor, the participant should be dressed appropriately, as described by the WIOA Contractor Representative.
- Participant will inform a WIOA Contractor Representative if he/she is in need of proper clothing.
- Proper personal hygiene is expected in the work experience environment.

WIOA Contractor Representatives will enforce the Professional Behavior and Dress Attire Policy and reserve the right to *deny* participation in any of the program activities based on inappropriate behavior or dress attire.

Participant Signature

Date

Parent Signature
(If under 18 years of age)

Date

WIOA Contractor Representative Signature

Date

WIOA WORK EXPERIENCE PROGRAM

The mission of the WIOA Program is to improve the quality, competitiveness, and productivity of the nation's future workforce by removing barriers and developing the skill sets of young adults.

_____ operates the Workforce Innovation and Opportunity Act (WIOA) (WIOA Youth Contractor) program that is funded through the U. S. Department of Labor and administered by the Pee Dee Workforce Development Board in South Carolina.

We assist 16–24 year olds who live in _____ County(ies) with developing job skills, training, and education that can lead to a successful future in their selected Career Pathway.

We provide workforce services such as:

- GED / High School Diploma Assistance
- Basic Skills Upgrade in Math and Reading
- WorkKeys/WIN
- Occupational Skills Training/Upgrade
- Work Based Learning Opportunities

The WIOA youth program will pay for examination fees, supplies, background checks, and on a limited basis transportation reimbursement and childcare assistance.

The WIOA Youth Work Experience program is a short term (students may work 40 hours per week or less for three months/480 hours) structured learning experience for young professionals with limited or no employment history. A work experience can be either paid or unpaid. If the opportunity is a paid work experience, the participant will be paid wages by the WIOA contractor for the hours completed at the worksite. The worksite IS NOT responsible for paying the participant any wages during the duration of the work experience and is not liable for any injury or workman's compensation. Youth participating in a Work Experience are covered under an Accident Insurance Policy through the State of South Carolina.

Participants seek to gain the following from a work experience:

- The ability to receive hands on experience in a career industry of interest
- Develop and practice work readiness skills in a professional environment
- Gain mentors and a network of contacts in the industry of interest

Thank you for partnering with us to provide this young professional an opportunity to gain valuable skills and become more employable.