

Camden WDB Policy: Youth Work Experience & Incentives

Background: The Workforce Innovation & Opportunity Act (WIOA) Sec. 129 lists the 14 required program elements that every Workforce Development Board must make available in their local area. Included in these is the following paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

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

WIOA Sec 129 (C) (4) requires that local areas expend at least 20 percent of the funds allocated to them to support work experience activities. Work experience is defined in 20 CFR 681,600 as a planned structured learning activity that takes place in a workplace setting for a limited period of time.

A work experience may take place in the private for profit-sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/ employer relationship exists. Consistent with 20 CFR 680.840, funds provided for work experience may not be used to directly or indirectly as in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participants with opportunities for career exploration and skill development.

Policy:

Target Population: Eligible Youth One Stop participants

Duration: 7 weeks

Compensation: Stipend not less than \$15/hour for 23.5 hour/week (1/2- hour lunch).

Features:

- Program Orientation focuses on a hybrid schedule, combining an educational component with work experience, based on a three- day work schedule and a two-day in-house combination work readiness, including occupational topics facilitated by Youth One-Stop team members during a work experience assignment.
- Program work site monitoring by Youth One-Stop team conducted by the WDB program monitor to ensure and enhance meaningful interactions and skill building between youth and employer.
- Exit interviews will be conducted to gather youths' thoughts regarding their work experience placement, readiness for unsubsidized employment opportunities, and persistent challenges.
- Supportive services, when necessary, as described below. Youth One-Stop team members will have direct monthly contact with youth to determine if additional resources are needed to enhance successful employment practices and skill building.



WORKFORCE DEVELOPMENT BOARD

Supporting the Development and Retention of a World Class Workforce

Jeffrey S. Swartz, Executive Director

Carl A Donato Jr., Chair

Work Sites: Private for-profit; Non-profit; and public sector businesses.

Supportive Services will be provided to ensure youth are able to actively engage in both academic and occupational education components of the Youth One-Stop Work Experience Program. Supportive Services will include transportation assistance via NJ Transit bus tickets, PATCO tickets, agency referrals as necessary to sustain participation and enhance successful completion. As required by WIOA, supportive services are a separate program element and will not be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.

Stipend & Timesheet Procedure:

- No youth will be paid a stipend unless they have been accepted into the program, placed at an approved worksite, shown proof of NJ State working papers if under age 18, and have submitted worksite approved time sheets. (It is the responsibility of the Worksite to submit timesheets.)
- Youth will be given a stipend equal to not less than \$15.00 per hour of onsite work experience. However, the stipend will be prorated if all program hours are not completed for the corresponding week.
- Youth work hours must be indicated on timesheets in ink or typed. The timesheet must be signed by the worksite supervisor or AND the youth intern.
- No youth may work more than 23.5 hours per week under the CCYOS Youth Work Experience Program. Worksites who wish to hire youth for additional hours must do so under a separate agreement from the CCYOS Youth Work Experience Program.
- All youth participants must be given appropriate rest and lunch breaks. These breaks are not included in the required 23.5 hours per week and will not be paid. New Jersey Department of Labor requires a 30-minute break after 5 consecutive hours of work for employees under age 18. There is no such requirement for employees 18 years old or older.
- Stipend will be disbursed by the Camden County Workforce Development Board via direct deposit to youth work experience participants. The Camden County Workforce Development Board will be reimbursed by the County for all stipends disbursed. The reimbursements will come from the WIOA Youth funds allocated in the Local Workforce Development Area Master Budget for the Youth Work Experience Program.
- All youth participants, under age 18, may not leave the worksite for break or lunch periods.
- Copies of timesheets must be kept in a file on site for each youth participant.
- Timesheets should only record actual hours worked in accordance with the worksite agreement. (Maximum of 23.5 hours per week).
- LWD requires local workforce systems to retain records for a period of seven (7) years. The Sponsor may choose to collect records each year as organizations that are Worksites may come and go.
- Timesheet records must be made available for inspection by monitors or auditors designated by the Sponsor and/or the State, as requested.