



**WORK BASED LEARNING WORKSITE MANUAL**



## **I. PROGRAM OVERVIEW**

The West Piedmont Workforce Investment Board welcomes you to be a partner in our work based learning program.

Work Based Learning program is a federally funded program operating under the Workforce Investment Act of 1998 funded by the U.S. Department of Labor and funded locally by the West Piedmont Workforce Investment Board.

### Objectives of Work Based Learning

1. Enhance the long-term employability of adults.
2. Expose adult participants to work and the requirements for successful job retention.
3. To help eligible adults earn money while they learn job skills.
4. To teach good work habits through job experience.

## **II. PARTICIPANT'S PAY/BENEFITS**

### A. Pay

All participants are paid the federal minimum wage rate. The WIA Program Operator is responsible for paying participants for all hours trained. There is **a maximum of 40 hours per week**. This does not include any overtime. Total hours of the assignment at your site will be predetermined in your Worksite Agreement drawn up by the Case Manager.



B. Benefits

Participants are participating in a work based learning service through the program operator; and, therefore, receive no holiday, sick, annual, or personal leave pay.

C. Paperwork

Paperwork for the program has been kept to a minimum. Aside from a Participant Evaluation form, which you will fill out on each participant, your primary responsibility in this regard will be completion of the timesheets. Emphasis on accurate completion of timesheets derives from the fact that the work based learning program is federally-funded and, as such, is subject to audit by several agencies, ranging from the federal level to the local level, as well as audit by independent CPA firms. An audit exception at any level may result in the Program Operator repaying funds to the U.S. Department of Labor. For example, if a participant used white-out to make corrections on a timesheet, this may result in an audit exception requiring the WIA Program Operator to be responsible for reimbursement of the costs involved. Please look at the enclosed SAMPLE TIMESHEET carefully and follow these guidelines when filling out timesheets:

1. Either the worksite supervisor or the participant may fill in the timesheets. This is up to the worksite. Having the supervisor fill in the timesheets saves time, while having the participant do them encourages responsibility and accuracy.
2. Timesheets must be completed in ink. Times should be recorded as they occur. For instance, when a participant starts to work, that time should be



recorded; likewise, when he or she breaks for lunch, that time should be recorded; and so forth.

3. At all cost, please avoid either filling in times ahead or allowing time to go by before filling in times on the timesheet. Either of these practices could result in a participant losing a job.
4. Corrections on timesheets should not be made by erasure or white-out. Instead, cross out the incorrect figure and write a correct one. Then, put your initials and the date next to the correction. In the column for comments, explain the error, initial, and date that.
5. Both the participant and worksite supervisor will need to sign the timesheet before the Case Manager picks it up. The Case Manager will inform you when timesheets will be picked up.

### **III. ROLE AND RESPONSIBILITIES OF THE WIA PROGRAM OPERATOR**

#### A. Overview

A Case Manager interviews all eligible adult. Selections are based on such factors as the need, interest, abilities and experience of the participant, the needs and desires of the worksite, availability of transportation, location of the worksite, etc.

#### B. Other Responsibilities



1. Basic Job Readiness Instruction

The WIA Program Operator will provide participants with Basic Job Readiness Instruction to aid in their participation.

2. Monitoring of Participant Progress

The Case Manager assigned to your worksite will monitor participant progress. The Case Manager will make at least bi-monthly worksite visits, referral to appropriate sources of assistance, check and collect timesheets, monitor worksites, and solve participant problems, such as poor work performance, insubordinate behavior, participant terminations, Workmen's Compensation claims, etc.

Your Case Manager is available if you have any problems with your assigned participants. Do not hesitate to call should problems arise.

**IV. ROLE AND RESPONSIBILITIES OF YOUR AGENCY**

A. Generally

As a supervisor, you are in day-to-day control of your trainee. You provide the training for the participant and, as a day-to-day supervisor; you play a large role in the success of the program. We have tried to structure the program to give the supervisors as full a role as possible in training participants in the same manner as your regular employees. Limitations, which apply, would include program guidelines, such as the pay rate per hour and hours trained per week; legal limits, or other limits set out in your Worksite Agreement.



B. The Worksite Agreement

This document spells out the precise nature of the arrangement between the WIA Program Operator and your agency for the protection of all parties involved. Among other things, you have agreed to the following:

1. Provision of meaningful work

Work based learning will provide on-site private sector exposure to work and the requirements for successful job retention.

2. Adequacy of supervision

Provide adequate supervision of participants including orientation to their job, task assignment, instruction, evaluation of performance, and notification of the Case Manager of any significant problems you encounter.

3. Maintenance of timesheets

Maintain timesheets on a daily basis to accurately reflect time worked by participants.

4. Sectarian activities

Insure that your worksite will not engage in any religious activity involving participants.



5. Maintenance of effort

Your worksite will not violate federal maintenance of effort guidelines. In other words, program participants cannot replace permanent workers nor can their use prevent the normal hiring of permanent workers.

6. Safety hazards

Insure that there are no safety hazards at the worksite to which participants will be exposed and that your facility is not under citation from OSHA or the Virginia Department of Occupational Health for safety violations.

V. **INVOLVEMENT OF OTHER AGENCIES**

A. West Piedmont Workforce Investment Board Monitors

The monitor will cover a number of program facets. They will concentrate the thrust of the visit on three areas of concern: (1) adequacy of supervision, (2) job site safety, and (3) the participant work corresponds with worksite agreement.

B. Virginia Community College System (VCCS) Monitors

VCCS monitors are state level monitors who have the same function as Workforce Investment Board monitors. Again, job safety and worksite supervision are primary concerns of VCCS monitors.

C. DOL Monitors/Private Auditors



Although not likely, there is the possibility the U.S. Department of Labor monitors and/or private auditors may visit your worksite. The thrust of their visit would also be concentrated on adequate supervision and job safety.

## **VI. JOB SAFETY**

It is absolutely essential every step to insure the safety of work based learning participants be taken. Worksite supervisors are responsible for the safety of their participants on a day-to-day basis. We are confident that you will do everything in your power to prevent accidents.

The WIA Program Operator carries Liability Insurance on all work based learning participants.

## **VII. GRIEVANCES**

As the worksite supervisor, you will be responsible for work rules and discipline on the job. All legal exercises of your authority are supported by our agency.

We stress to participants the difference between grievances and gripes. As everyday feelings, gripes are to be worked out between the worksite supervisor and the participant. Occasionally, to assist in a particularly difficult matter, the Case Manager might become involved. If they involve no question of legality, gripes will go no further than that.



Grievances, on the other hand, are matters that, by definition, involve questions of legality. These would include: sexual harassment, discrimination, job safety, and so forth. The WIA Program Operator has a grievance procedure to handle such matters should a grievance occur. This is on file at the office of the WIA Program Operator for those who are interested.

If a grievance does occur and the Program Operator's grievance decision is unsatisfactory you can appeal the decision to the West Piedmont Workforce Investment Board. If the Workforce Investment Board's decision is still unacceptable an individual can appeal to the state level of the Virginia Community College System. The Workforce Investment Board and the Virginia Community College System will provide copies of their grievance procedures at time of appeal.

**IX. PROGRAM INFORMATION**

From time to time during your course of participation as a work based learning worksite, you may have questions regarding the program or concerning the participants assigned to your worksite. In most cases, the Case Manager assigned to your worksite will be able to answer your questions.

**X. CONCLUSION**

We would like, at this time, to offer special thanks to you, the worksite supervisors. Every year, hundreds of participants are taught innumerable lessons about working, getting along with people, and achieving success by you and others like you. Without you, the Adult Employment Training programs would fail.