

Transitional Jobs Policy

Purpose: The purpose of this policy and procedure is to establish guidelines for use of Transitional Jobs as a part of the WPWDB's service delivery strategy to further assist those individuals with significant barriers and inconsistent work histories.

References:

[134\(d\) \(5\) of WIOA, Training and Workforce Guidance Letter \(TEGL\) 3-15, and Local Supportive Services Policy](#)

Definition:

Transitional Job as defined by WIOA 134(d)(5), means:

- A. time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- B. are combined with comprehensive career and supportive services; and
- C. are designed to assist the individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Policy:

Transitional jobs are a new type of work-based training that is allowed under WIOA. Transitional jobs are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, and are combined with comprehensive career and supportive services. The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace, and develops the skills that lead to entry into and retention in unsubsidized employment. Unlike OJT, there is no assumption that the individual will be retained in their transitional job after the experience is over, though that would be a successful experience and outcome. Under section 134(d) (5) of WIOA, **local boards may use up to 10 percent** of their adult and dislocated worker funds to provide transitional jobs to individuals.

Fact Sheet #13: Employment Relationship under the Fair Labor Standards Act. United States

Department of Labor, Employment Standards Administration, Wage and Hour Division.
School-to-Work: elaws – Fair Labor Standards Act Advisor. U.S. Department of Labor. State
Policy.

The West Piedmont Workforce Investment Board have approved the local One-Stop Service Providers to offer and provide work based learning activities in the form of work experiences or internships to eligible adult and dislocated worker customers. Any customer receiving this service will receive an incentive/stipend comparable to minimum wage and will train for no more than 360 hours or 9 weeks. Upon approval by the CEO, the training period may be extended if reasonable justification for additional training and benefit to the participant is documented and may not exceed or 480 hours 12 weeks. The extension may not be to provide work that would be otherwise provided by regular employees. Customers will not be able to train over 40 hours a week. The customers participating in this activity are not employees of the program operator or work site. Therefore, no withholdings will be held from the customer's incentive to participate in this service.

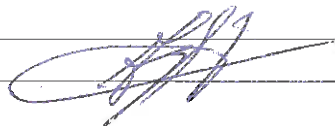
Roles and responsibilities of the program operator, customer, and work site are spelled out in the participant and work site manuals. Each participant and work site should receive a copy of the appropriate worksite manual.

Process:

1. Determine eligibility for Adult or Dislocated Worker program
2. Determine need for program and services eligibility is determined, customer will need to be assessed academically career/skill assessment
3. Determination by case manager customer needs a work based learning service Individual Employment Plan should be completed with the customer. The plan should reflect customer is in need of a work based learning/intensive service. Plan should also outline the specific course of the short-term process and indicate how this activity is going to help the customer move from training to employment. Plan should show the customer has no skills or mismatch of skills and the customer will be learning a new skill and experience for work based learning service.
4. Once the determination of need for this intensive service has been established, the case manager will consult with the Business Service Representative to check the availability of work sites for the customer.
5. Once the worksite has been established, all proper paperwork must be completed for the customer and employer. The customer must receive a copy of the participant manual and the worksite must receive a copy of the worksite manual and complete a worksite agreement: Worksite Manual, Work Based Learning Participant Manual and Worksite Agreement are required along with participant Time Sheet with appropriate signatures.

Supportive Services may be provided to participants in accordance with the local policy regarding supportive services.

Approval Signature:



Revision Date: June, 2017