



ADMINISTRATIVE BULLETIN NO. 16A

TO: WIA ADULT CONTRACTING AGENCIES

SUBJECT: WORK EXPERIENCE
PUBLIC (WKE)
PRIVATE (WKP)

EFFECTIVE: JULY 1, 2009

I. BACKGROUND:

Public Law 105-220, Workforce Investment Act (WIA) as referenced in WIA Sec. 134 (d) (3) (C) and WIA Final Rule Sub Section 663.200, allows for the provision of Work Experience activities for adult participants through Intensive Services.

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may be in the private for profit sector, the non-profit sector, or the public sector. For the purpose of this training agreement, private non-profit would be considered public.

II. GENERAL POLICY

Work Experience shall be designed to promote the development of good work habits and basic work skills for individuals who have never

worked, a very limited occupational exposure, or who have been out of the labor force for an extended period of time.

Participation in Work Experience shall be for a reasonable length of time, based on the needs of the participant, as documented in the Individual Employment Plan (IEP).

III. COMPENSATION:

Participants enrolled in Work Experience shall be paid an hourly wage at the same rates as similarly situated employees or trainees, but not less than the higher of the minimum wage prescribed under the Fair Labor Standards Act, or applicable State or local minimum wage laws.

Participants enrolled in Classroom Training, combined with a Work Experience, may continue to receive the hourly rate for the Work Experience only.

IV. WORKSITE AGREEMENT

The attached Worksite Agreement is to be used for Work Experience assignments. The agreement format may be revised provided the content is not altered and has been pre-approved by the WDC.

A Worksite Agreement may be written for group training with one employer, provided work conditions, job/training description, and wage rates are the same for all participants covered under the agreement.

Attachment 1: Work Experience Agreement