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LOWER SAVANNAH WIA INSTRUCTION NUMBER: PY'14-002
TO: See Distribution List
ISSUANCE DATE: March 17, 2015
EFFECTIVE DATE: **APRIL 1, 2015**
EXPIRATION DATE: **SEPTEMBER 15, 2015**
REVIEW DATE:
REVISION DATE:
SUBJECT: **2015 SUMMER YOUTH WORK EXPERIENCE PROGRAM**

Purpose:
The purpose of this instruction is to transmit procedures for providing work experience activities to youth participants under grant agreements with the Lower Savannah Workforce Development Board / Lower Savannah Council of Governments.

Background:
Sections 663.200 and 664.460 of the Workforce Investment Act, Final Rules, define work experience as a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be in the private-for-profit sector, the non-profit sector, or the public sector. They may be paid or unpaid.

Paid work experiences are to be paid as wages, with corresponding payroll taxes deducted and workers' compensation coverage provided. The work experience must be paid at a rate no less than the prevailing federal minimum wage. Labor standards, including the Fair Labor Standards Act and Child Labor Laws, apply, as well as the guidance issued under the Affordable Care Act (January 2014).

Policy:
Work experience may be provided to youth who do not have a significant work history and therefore, have not developed or consistently displayed that they possess the basic employability skills necessary to secure and maintain employment. For purposes of this instruction, "significant work history" is defined as continuous employment for at least four months with the same employer.

Individuals developing work experience opportunities for customers should keep in mind that work experience is a continuation of basic employability skills training, providing the customer with skills that may be used in any occupational opportunity. Basic employability skills include:

- Attendance;
- Punctuality;
- Personal appearance and cleanliness;
- Ability to maintain positive relationships with others;
- Ability to follow written and verbal directives and instructions;
- Work habits and attitudes, which meet employer standards; and
- Ability to produce a quality of work acceptable to employer standards.

As it relates to youth, work experiences are designed to enable them to gain exposure to the working world and its requirements. They should help youth acquire personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth with opportunities for career

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exploration and skill development and not for the benefit of the employer. Youth work experiences may include the following elements:

- Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into work activities;
- Entrepreneurship;
- Service learning;
- Paid and unpaid community service; and
- Other elements designed to achieve the goal of work experiences.

Action:
As it relates to work experience, Employers must enter into a Work Site Agreement with the intensive services or youth activities grantee. This training agreement must adhere to all applicable federal, state, and/or local legislation relative to work experience training. A work site must be eligible to enter into a Work Site (i.e. the work site provider must not be legally barred from performing services for the Department of Labor or any other governmental entity).

The grantee should insure that participating worksites introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job. For summer employment participants, grantees should seek employers that are committed to helping participants receive the experience and training that is required to meet required work readiness goals.

- Total worked hours for this program shall not exceed 80 hours.
- A copy of the Work Site Agreement must be maintained in a central file at the grantee's office and a copy at the work site.
- The grantee should develop documentation for the participant's 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 at least two times during the work experience, midway and at the end. The documentation should include assurance 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 site.
- The grantee must complete an I-9 and W-4 for each work experience participant.
- Work experience 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. The evaluation will cover each of the major training elements outlined in the Work Site Agreement. The training site will notify the grantee immediately if there are attendance or disciplinary problems, or if the participant is unable to perform in accordance with the Work Site Agreement.
- The grantee must monitor work site at least once during the work experience period to ensure compliance with the Work Site Agreement. The Work Site Monitoring Instrument must be utilized to document all monitoring activities. This instrument should be maintained in a central file at the grantees' office.
- Time and attendance documentation must be maintained to document participation in the work

experience activity. The trainee will not receive payment for any absence, whether excused or unexcused.

- The grantee must ensure that work experience arrangements do not affect current employees and do not impair existing contracts for services or collective bargaining agreements of unions.
- The grantee must ensure that work experience participants do not "displace" a current worker (see 20 CFR 667.270).

PLEASE COPY AND DISTRIBUTE TO ALL WIA FUNDED (PARTLY or FULLY) STAFF.

Inquiries:
Direct all inquiries regarding this Instruction to the Lower Savannah Council of Governments' Workforce Development Staff, Post Office Box 850, Aiken, South Carolina 29801-0850; telephone (803) 649-7981; fax (803) 649-2248; or e-mail abanderson@lscog.org

André B. Anderson
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dab/msh

Attachments: Participant Manual
Work Site Supervisor Manual
SYWE Program Forms

Placed on LSWIA Website