WORKFORCE INNOVATION AND OPPORTUNITY ACT

Work Experience & Transitional Jobs Policy

IMPORTANT! This document contains **important information** about your rights, responsibilities, and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call Lafonda Colbert (580) 357-3500** for assistance in the translation and understanding of the information in this document.

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The SCOWB and all partners maintain: No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

South Central Oklahoma Workforce Board's Workforce Innovation and Opportunity Act Title I program funding statement can be found at https://scowib.info/funding

WORK EXPERIENCE & TRANSITIONAL JOBS POLICY

PURPOSE: The purpose of this policy is to provide guidance to the South Central Workforce Development Area (SCWDA) system partners and establish the South Central Oklahoma Workforce Board (SCOWB) standards regarding the development and implementation of Transitional Jobs and Work Experience activities under the WIOA Title I Adult, Dislocated Worker, and Youth programs. This policy is established in accordance with the Workforce Innovation and Opportunity Act (WIOA), the Oklahoma Employment Security Commission (OESC), and other applicable State and Federal laws, rules, and regulations.

BACKGROUND: The following policy is intended to provide the structure for the Work Experience and Transitional Job activities serving WIOA Adults, Dislocated Workers, and Youth in compliance with WSD #35-2024, and in compliance with WSD #49-2024. Work experience/transitional jobs are work-based learning activities designed to provide individuals with the work readiness skills or specific job skills necessary to attain or retain employment and enhance employability.

POLICY:

Work Experience: Work experience is a type of work-based learning defined as 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 or internship 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, as defined by the Fair Labor Standards Act, exists. Funds provided for work experiences may not be used directly or indirectly to displace workers by filling 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.

Youth Work Experience: Work experiences provide the youth participant with opportunities for career exploration and skill development.

Categories of work experience. WIOA identifies four categories of work experience:

- Summer employment opportunities and other employment opportunities throughout the year
- Pre-apprenticeship programs
- Internships/Job Shadowing
- On-the-Job Training Opportunities

Note: Job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant.

Work Experiences must include academic and occupational education:

- The educational component may occur concurrently or sequentially with the work experience;
- The academic and occupational education component may occur inside or outside the work site;
- The work experience employer can provide the academic and occupational component, or such components may be provided separately in the classroom or through other means;
- The WIOA Program Staff has the flexibility to decide who provides the education component;

- The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations;
- The WIOA Program Staff has the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience.

Allowable work experience expenditures include the following:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time, spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant in work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for work experience.

TEGL No. 8-15 provides further discussion of allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures on the work experience program element can be more than just wages paid to youth in work experience.

Work experience is a critical component in the youth program, as this is the only element of the Youth 14 Elements that has a minimum percentage of expenditure requirements. WIOA requires a minimum of 20% of local area youth funds to be expended on work experience. Please note that:

- Local area administrative funds not subject to 20% requirement; and
- Leveraged resources cannot count toward the 20% requirement.

Note: Supportive services are a separate program element and cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.

Transitional Jobs (Adults and Dislocated Workers): Transitional jobs, like work experience, are time-limited, wage-paid work experiences that are subsidized up to 100 percent. Like work experience, transitional jobs can be in the public, private, or non-profit sectors. Transitional jobs are only an alternative to standard work experience when addressing special populations including individuals with barriers to employment who are "chronically unemployed" or who have an "inconsistent work history". Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills, including "soft skills" within the context of an employee-employer relationship. In addition, transitional jobs are required to be combined with comprehensive career services 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. Although there is no assumption that the individual will be retained in the transitional job after the work experience is over, retention is the preferred outcome.

Target groups for transitional jobs may include:

- Long-term unemployed;
- Ex-offenders;
- Individuals who are currently receiving or have exhausted Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits;
- Individuals with disabilities; and
- Other individuals with barriers to employment, per WIOA 3(24) such as:
    - "Chronically Unemployed" individual is a worker who:
        - Is unemployed at the time of service delivery – that is, at the time of referral to a Transitional Job; and
        - Has been without work for 13 or more weeks of the last 26 weeks. The phrase "has been without work" is used intentionally. It includes participants who have suffered from long periods of unemployment. It also includes displaced homemakers and recently released ex-offenders.
    - "Inconsistent Work History" a worker who, in the 12 months prior to program registration, has lacked steady, full-time, permanent employment.

      For the purpose of determining eligibility for Transitional Jobs, we will consider that an "Inconsistent Work History" includes:
        - Work that is seasonal;
        - Work that is temporary;
        - Work that is part-time (less than 32 hours/week); or
        - Other periods of employment of less than 10 consecutive weeks.

      Examples of a participant with an Inconsistent Work History would include—
        - An individual who had only seasonal employment in the 12 months prior to program registration;
        - An individual who had only temporary employment in the same period;
        - An individual who had one or more part-time jobs; or
        - An individual who had a short period(s) of full-time, permanent employment – less than 10 consecutive weeks in any single job.

      An Inconsistent Work History may include a combination of seasonal, temporary, part-time, and short-term employment

Funding Restrictions for Transitional Jobs:

Per 20 CFR § 680.195, SCOWB may use up to 10 percent of combined Adult and DLW funds to provide transitional jobs to individuals. Due to the limited funding available for transitional jobs, the SCOWB WIOA Program Staff is encouraged to work with employers who are willing to contribute a percentage of the cost for the transitional job. The employer reimbursement rate for transitional jobs is determined by the SCOWB and may be up to 100 percent, depending on funding availability.

Work Experience/ Transitional Job Service Delivery

I. Worksite Selection

Work experience/ transitional job opportunities will be provided utilizing various public, private, and nonprofit sector worksites (in the community where the participant resides whenever possible). Worksites with continued, unsubsidized employment potential will be the priority when placing participants. Worksite selection is based on the participant's interests and assessment results obtained at enrollment or through further interviews of the participant.

II. Duration of Training

Each Work Experience or Transitional Jobs assignment shall be limited to no more than 520 hours. The number of hours may fluctuate based on funding availability. Any additional work experience or transitional jobs assignments must have prior SCOWB Staff's approval. Youth Work Experience participants can be extended an additional 520 hours with board approval.

III. Hourly Wage

Participants (in all WIOA programs) shall be paid not less than the current minimum wage. If funding allows the worksite's entry-level prevailing wage applicable to the assigned position may be paid.

IV. Supportive Services

In accordance with the SCOWB Supportive Services policy, funding may be provided as needed to allow the individual to participate in the work experience.

V. Job Readiness Training and Other Career Services

Job readiness training, also known as short-term pre-vocational services may be offered in combination with a transition job to prepare individuals for unsubsidized employment or training. Examples of job readiness training may include the development of:

- Learning skills
- Interviewing skills
- Punctuality
- Personal maintenance skills
- Professional conduct skills

Note: For youth participants, this training falls under the academic and occupational education component and is a requirement for all youth work experience participants.

Worksite Agreement: The Worksite Agreement is designed to establish certain assurances and conditions that must be agreed upon between the SCOWB and/ or Service Provider and the work experience Worksite.

The WIOA Worksite Agreement is a three-part agreement containing:

- **Part I: The WIOA Worksite Terms and Conditions** (Attachment A)- designed to establish certain assurances and conditions that must be agreed upon between the WIOA Program and the work experience worksite.
- **Part II: Trainee Work Plan** (Attachment B)- indicates, for each participant assigned:

the job duties/responsibilities; general work schedule; physical work location; job title; hourly wage; and estimated training dates.

- **Part III: Trainee Time Sheet** (Attachment C)- provides a record of the actual hours worked and is utilized for payment purposes.

Part I: The WIOA Worksite Terms and Conditions

Each WIOA Worksite Agreement must be numbered. SCOWB has developed the following numbering system format to be utilized to ensure that there is no duplication of numbers.

Example: 2022- WE- 01 (Calendar Year- WE- ##)

Note: A list of all worksite agreements will be maintained by SCOWB Business Services staff, but also available to Service Provider staff.

I. Employment Eligibility and Labor Laws

The WIOA i.e., Program Staff and the Worksite must adhere to current workplace safety guidelines and applicable federal/state wage laws. For information and resources on safety and child labor laws, consult https://www.dol.gov/agencies/whd/youthrules and https://www.osha.gov/young-workers/resources. For information regarding the Fair Labor Standards Act (FLSA), consult https://www.dol.gov/agencies/whd/flsa. Provisions for wages under the amendments to the FLSA apply to all participants employed under WIOA. For questions regarding wages or labor statutes, contact the Oklahoma Department of Labor Wage and Hour Division by calling 1-866-487-9243 or visiting their website at https://oklahoma.gov/labor.html. For Frequently Asked Questions, General Labor Law, and the Child Labor Law in Oklahoma, visit https://oklahoma.gov/labor/workplace-rights.html.

The Restrictions on employment and Occupations prohibited for children under sixteen detailed in Title 40- Child Labor Law include:

- Minors under the age of 16 years are prohibited from performing occupations related to construction; cooking or baking; fryers or grills; hoisting devices; ladders or scaffolds; lawn mowers and weed eaters other than working for self; loading and unloading; manufacturing, mining, or processing; motor vehicles or service as helpers on vehicles; power-driven machines or equipment; public messenger service; public utilities and communications; slicers or sharp knives; transportation of persons or property by rail, highway, air, water, pipeline or other means; warehousing or storage.

Current State Law Provides for Workplace Education in Schools

Oklahoma's Governor signed Senate Bill 262 into state law on April 1, 2015, making this landmark legislation a national first. The law directs the Oklahoma Department of Labor to collaborate with the Oklahoma State Department of Education to provide workplace safety training to students in grades 7 through 12. See the following link for further details: https://www.cdc.gov/niosh/talkingsafety/states/ok/2017/Talking_Safety_OK.pdf

NOTE: The WIOA Title I youth statutory minimum participation age of 14 years of age coincides with the state minimum age for employment of 14 years. Per the Oklahoma Child Labor statutes pertaining to minors under the age of 16, the SCOWB Service Provider Staff must keep a list of Trainees available for review upon request containing the following information:

- Trainee name and age,
- Worksite where the Trainee is placed,
- The time of opening and closing of the establishment,
- The hours of commencing and stopping work, and
- The time allowed for meals and/or breaks for youth employees 14 to 15 years of age.

A copy of the corresponding employment certificate/work permit for each individual must be attached to the list of Trainees.

In addition, all provisions for employment eligibility verification must be followed. The Form I-9, Employment Eligibility Verification must be filled out according to instructions with all appropriate documentation on file. To access the form and instructions, consult https://www.uscis.gov/i-9. The Worksite must file the I-9 with the Worksite Agreement. The WIOA Grantee/WIOA Program Staff must upload the I-9 as a Universal Document in EmployOklahoma.

II. Orientation

Once the WIOA Worksite Terms and Conditions Agreement has been signed, orientation will be provided to the Worksite Supervisor(s) prior to the first trainee placement at the worksite. The Worksite Supervisor(s) must sign an acknowledgment of receipt to document orientation has been given. (Attachment E) The receipt is then attached to the WIOA Worksite Terms and Conditions. A copy of the orientation packet must be given to the worksite.

The following topics must be included in the Worksite Orientation packet:

- Roles/Duties of Worksite Supervisor
- Safety
- Workers Compensation
- Accidents, On-the-Job Injuries, and Incident Reporting
- Sexual Harassment
- Discrimination
- Prohibited Activities
- Child Labor Laws
- Attendance and Time Sheets
- Pay and Wage Information
- Termination
- Trainee Evaluations
- Trainee Orientation at the Worksite

III. Incident Reporting

SCOWB and the Service Provider Staff require that the Worksite Supervisor document all incidents occurring at the worksite that involve WIOA trainees. An incident may include but is not limited to:

- Trainee involvement in aggressive activities, including physical or verbal confrontations.
- Trainee leaving the Worksite without permission or notice.
- Any inappropriate behavior by a Trainee toward the Worksite Supervisor or Worksite staff, such as the usage of profanity, threats, or assault.
- Drug use by the Trainee at the Worksite.
- Property theft or damage by a Trainee.
- Suspected incidents of abuse, including physical, sexual, emotional, or verbal abuse, or any other mistreatment of a Trainee at the Worksite.
- Accidents involving the Trainee that occur at the Worksite, even if no injuries were sustained.

WIOA Staff is required to cover the incident reporting process with the trainee and worksite supervisor during the orientation process. Incidents will be documented by using the WIOA Work Experience Incident Report (Attachment F).

IV. Modifications

Section 9 of the WIOA Worksite Terms and Conditions Agreement is only required to be attached in the event that either the Worksite Representative or the SCOWB and/or Service Provider Staff changes. No other modifications may be made to the terms and conditions of the Agreement. The appropriate section on page 4 of the Agreement must be completed and new signatures acquired within 30 calendar days. Modifications do not require a new agreement number. The date of the modification must be noted in the appropriate field at the top of page 1 of the WIOA Worksite Terms and Conditions Agreement. Agreements may only be modified two times. If additional changes need to be made after the second modification, the Worksite and SCOWB and/or Service Provider Staff must enter into a new Agreement.

V. Monitoring

The Worksite may be desk reviewed or monitored (on-site or virtually) by the WIOA Grantee and/or Service Provider, SCOWB, and any State or Federal Agencies administering funds under the 2014 Workforce Innovation and Opportunity Act.

VI. Required File Documentation

This agreement includes Part I: WIOA Worksite Terms and Conditions Agreement; Part II: WIOA Trainee Work Plan; and Part III: WIOA Trainee Time Sheet (or alternate worksite time and attendance report) when received. The SCOWB service provider must maintain a paper file with all original components of the WIOA Worksite Agreements. These documents should also be uploaded to the participant's EmployOklahoma uploads.

Part II: The WIOA Trainee Work Plan

The WIOA Trainee Work Plan must be completed for each Trainee placed at a Worksite. The Trainee Work Plan requires signatures from the Trainee, the Worksite Supervisor, and the WIOA Representative. These signatures ensure that all parties are aware of the conditions of the Work Plan such as duties and responsibilities, schedule, job title, training start or end dates, etc. A copy of the WIOA Trainee Work Plan must be attached to the corresponding WIOA Worksite Terms and Conditions. In addition, a copy of the Trainee Work Plan must be uploaded to EmployOklahoma.

Schedules listed on the WIOA Trainee Work Plan should reflect the participant's general days and times at the Worksite Location. If the participant's schedule permanently changes from what is listed on the WIOA Trainee Work Plan, the WIOA Authorized Representative must complete the appropriate modification field on the WIOA Trainee Work Plan and sign the modification to attest that both the Trainee and the Worksite Supervisor were consulted in the development of the modification.

The WIOA Trainee Work Plan must indicate the Trainee's physical Work Location. The Work Location indicates where the Trainee will be working and may be different from the Worksite Address. For work experience activities involving multiple Work Locations, such as in a construction site rotation or a hospital rotation, a list of all planned Work Locations must be attached to the Trainee Work Plan.

Start and end dates listed on the WIOA Trainee Work Plan are estimates and actual start and end dates based on participant time sheets must be reflected in the Service and Training Plan in EmployOklahoma. The Maximum Hours field listed under the "General Training Information" is intended for use by SCOWB and/or service provider which set a limit of 520 hours on the total hours a participant can spend in a work experience.

I. Modifications

Under certain circumstances, it may become necessary to update or modify the WIOA Trainee Work Plan. There are two categories under which a Trainee Work Plan may be modified:

1. Changing Worksites: If the proposed modification to a Trainee Work Plan involves changing Worksites, then a NEW Work Plan must be completed and signed by all parties indicating the corresponding WIOA Worksite Agreement Number. Remember, a copy of the new Work Plan must be attached to the corresponding WIOA Worksite Terms and Conditions.
2. Other: If a Trainee Work Plan is being modified for any other reason, such as a change in duties and responsibilities, days/hours of operation of Worksite, job title, etc., complete the modification section of the WIOA Trainee Work Plan and include the following information:
    - Date
    - Reason
    - Modification

The WIOA Authorized Representative must sign the modification, acknowledging that both the Worksite Supervisor and the Trainee participated in its development.

Part III: The WIOA Trainee Time Sheet

I. Time, Attendance, and Compensation

Accurate time and attendance records for each trainee must be kept by the Worksite supervisor on each Trainee. The WIOA Grantee and/or Service Provider must complete the Trainee Information and Pay Period sections of the WIOA Trainee Time Sheet. Trainees will be paid only for actual hours worked. No payment will be given for lunch breaks, holidays, or absences. Under no circumstances should any Trainee work more than 40 hours in one week. Time and attendance may be recorded on time sheets provided in this policy or by the Worksite's method such as a punch time clock, computer check-in, or badge scanning system (referred to as a Worksite Time Report). If the Worksite Time Report is utilized, the WIOA Grantee and/or Service Provider must secure a copy of the report containing the following information at the end of each pay period:

- Worksite Name - for tracking purposes, the time sheet must identify the work site. If the electronic time recording system does not generate the name of the business, a label must be attached to the timesheet identifying the worksite prior to upload in EmployOklahoma.gov
- Worksite Address and Telephone
- Trainee Name
- Time In, Time Out, and Total Hours Worked per Pay Period
- Record of lunch break and /or rest periods 30 minutes or longer (if the Trainees are minors under the age of 16, then the time report must contain all break/rest periods regardless of duration)
- Worksite Supervisor signature, Trainee signature, and Date. Electronic signatures and dates may be used to meet the requirement, but the document must either come directly from the supervisor's email or a record of the signatures must be included, such as an Adobe signature verification page.

Time and attendance records will be signed at the end of the pay period by the Trainee and the Worksite Supervisor, whose signature will certify the accuracy.

WIOA service provider staff process all payments after receiving appropriate documents from the WIOA Case Manager. WIOA service provider is responsible for tracking each participant enrolled in work experience to record payments made and to track durational hour limits per participant to ensure they don't exceed the hour limit. This record should be made available upon request.

II. Errors on the WIOA Trainee Time Sheet

In certain circumstances, it might be necessary to make changes to the WIOA Trainee Time Sheet. There are two main categories of errors that may be associated with the WIOA Trainee Time Sheet.

- Errors in Recording Time Worked: Corrections made to timesheets regarding this type of error must be initialed by both the Worksite supervisor and the Trainee
- Other Errors: Corrections made regarding other errors, such as incorrect calculation of hours worked, must be initialed by the party responsible for payment. If a correction is

made, the party responsible for payment must notify the Service Provider to ensure the Trainee is informed of the correction. The case manager must document in EmployOklahoma Case or Program Notes in that the Trainee has been notified of the correction.

III. Trainee Evaluation

The Worksite supervisor must schedule evaluations throughout the duration of the Trainee's work experience, according to local policy. SCOWB may choose to require worksites to complete additional evaluations for the purpose of monitoring Trainee performance. If such additional evaluations are requested of the Worksite, it is the WIOA Grantee and/or Service Provider's responsibility to notify the Worksite Supervisor during the Worksite Orientation. Attachment D, WIOA Work Experience Trainee Evaluation, has been provided.

Nondiscrimination And Equal Opportunity

All parties must comply with Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and all other relevant regulations implementing the laws listed above. (29 CFR Part 38).

The parties also assure compliance with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the parties' operation of the WIOA Title I-financially assisted program or activity, and to all agreements to carry out the WIOA Title I-financially assisted programs or activities. The parties understand that the United States has the right to seek judicial enforcement of this assurance.

ACTION REQUIRED: SCOWB will disseminate the Work Experience and Transitional Jobs Policy to all SCOWB contractors, staff, and board members. All contractors, staff, and board members will be responsible for following this policy.

ATTACHMENTS:

- Attachment A: Worksite Terms and Conditions-Worksite Agreement
- Attachment B: WIOA Trainee Work Plan
- Attachment C: WIOA Trainee Time Sheet
- Attachment D: WIOA Work Experience Trainee Evaluation
- Attachment E: WIOA Work Experience Worksite Orientation
- Attachment F: WIOA Work Experience Incident Report

- Attachment G: Worksite Supervisor Handbook
- Attachment H: Work Experience Participant Handbook
- Attachment I: WIOA Participant Work Experience Orientation

APPROVED: 1/12/2023

WIOA Worksite Terms and Conditions

This Agreement is to provide employment and training services to eligible youth or adults (referred to as Trainees) participating in a work experience authorized and funded under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Under this Agreement, Trainees will be provided work experience, which is valuable and meaningful for both Trainees and the Worksite. Work experience will be consistent with each Trainee's capabilities and interests, and consistent with the Trainee's Individual Service Strategy or Individual Employment Plan. Work experience will also aid in the development of skills and work habits, which will assist the Trainee in obtaining unsubsidized employment in the future.

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SECTION 1. Parties to the Agreement:

Worksite		WIOA Grantee and/or Service Provider	
Worksite:		Grantee and/or Service Provider:	
Address:		Address:	
Representative:		Representative:	
Title:		Title:	
Telephone:		Telephone:	
Term of Agreement			
Start Date:		End Date:	

SECTION 2. Responsibilities:

Worksite Responsibilities
The Worksite agrees to uphold the following responsibilities:

1. Will provide meaningful, sufficient, well-planned activities designed to promote the development of positive work habits and specific skills required for obtaining future unsubsidized employment.
2. Will provide a safe, sanitary, and drug-free environment.
3. Will provide adequate, full-time supervision by qualified supervisors.
4. Will accurately account for the Trainee's time and attendance.
5. Will provide sufficient equipment and/or materials to enable the Trainee to carry out work assignments.

6. Will provide job orientation to all WIOA Trainees related to work policies, job safety, and job expectations. The work policies and job expectations for WIOA Trainees must be the same as for non-WIOA workers at the site.
7. Will conduct evaluations at least three (3) times throughout the duration of the Trainee's work experience as directed by the WIOA Grantee and/or Service Provider and will notify the WIOA Grantee and/or Service Provider of any unsatisfactory performance levels.
8. The Worksite Supervisor will report any incidents involving the Trainee to the WIOA Grantee and/or Service Provider as directed by the WIOA Grantee and/or Service Provider during Worksite orientation.
9. In the event of a Worksite injury, Worksite policies and OSHA guidelines must be followed. The Trainee, Supervisor, and authorized Worksite official will complete any necessary on-the-job injury reports and submit them to the local WIOA Grantee and/or Service Provider in a timely manner so that medical claims can be processed for worker's compensation. *Note: The local WIOA Grantee and/or Service Provider is the Employer of Record for the Trainee and, as such, is responsible for Worker's Compensation.*
10. Will not discriminate in any manner or for any reason against any WIOA Trainee, per CFR Part 38.
11. Will ensure that all activities are in compliance with current Fair Labor Standards and State of Oklahoma Child Labor Laws.
    NOTE: A minor under the age of 16 years must be permitted a one (1) hour cumulative rest period for eight (8) consecutive hours worked or a 30-minute cumulative rest period for five (5) consecutive hours worked (40 O.S § 75). Rest periods of short duration, running from 5 to about 20 minutes must be counted as hours worked (29 CFR 785.18) while longer breaks are to be counted as hours worked at the discretion of the employer.
12. No Trainee will displace current employees, result in the reduction of work hours for current employees, or be placed in a position where any other individual is on layoff from the same or any substantially equivalent position.
13. No Trainee shall participate in activities that assist, promote, or deter union organizing.
14. No Trainee shall participate in any sectarian activity pertaining to religious or political doctrines, sects, denominations, or practices.
15. All rules and regulations governing the WIOA program will be upheld.

WIOA Grantee and/or Service Provider Responsibilities

The WIOA Grantee and/or Service Provider agrees to uphold the following responsibilities:

1. Will provide each Worksite supervisor with an orientation to the WIOA Program prior to any Trainee being placed on the Worksite, and provide the following written materials:
    - A Worksite Orientation Packet,
    - A copy of the WIOA Worksite Terms and Conditions, and
    - A copy of the WIOA Trainee Work Plan.
2. Will maintain a list of minors under the age of 16 placed at the Worksite available for review at any time with the following information:
    - Trainee name and age,
    - Worksite where the Trainee is placed,
    - The time of opening and closing of the establishment,
    - The hours of commencing and stopping work, and
    - The time allowed for meals and/or breaks.

    A copy of the corresponding employment certificate/work permit for each individual must be attached to this list of Trainees.
3. Will inform the Trainee of grievance procedures, nepotism rules, equal pay, and non-discrimination assurances.

4. The Trainee will be covered under the Worker's Compensation policy of the local WIOA Grantee and/or Service Provider.
5. Will pay a wage to the Trainee as determined by the local board policy not less than the current minimum wage and not to exceed a starting wage paid by the Worksite for the position in which the Trainee is placed.
6. Will provide guidance and counseling to Trainees experiencing the unsatisfactory performance.
7. Will forward a copy of all incident reports to the local EO Officer carol@scworkforceboard.org

SECTION 3. Time, Attendance, and Compensation:

Accurate time and attendance records will be kept by the Worksite supervisor for each Trainee. Trainees will be paid only for actual hours worked, and no payment will be given for hours not worked, including lunch breaks, holidays, or other absences. Under no circumstances should any Trainee work overtime. If Trainees work on a recognized state or federal holiday, the Trainees will be paid their regular hourly wage. Time and attendance may be recorded on time sheets provided by the WIOA Grantee and/or Service Provider or by the Worksite's method such as a punch time clock, computer check-in, or badge scanning system (referred to as the worksite time report). If the worksite time report is utilized, a record must be given to the WIOA Grantee and/or Service Provider at the end of each pay period and must contain the following information:

- Worksite Name,
- Worksite Address and Telephone,
- Trainee Name,
- Time In, Time Out & Total Hours Worked per Pay Period,
- Record of lunch break/rest periods 30 minutes or longer (breaks of short duration must be counted as hours worked and do not need to be recorded), and
- Worksite Supervisor signature, Trainee signature, and Date.

Time and attendance records will be signed at the end of the pay period by the Trainee and the supervisor, whose signatures will certify accuracy.

Upon request of the WIOA Grantee and/or Service Provider the Worksite will release the Trainee for attendance at labor market orientations, career orientations, job readiness training, or other WIOA activities.

SECTION 4. Amendments:

Section 9 of the WIOA Worksite Terms and Conditions is only required to be attached if a modification is made to the WIOA Worksite Terms and Conditions. Modifications may only be made to the WIOA Worksite Terms and Conditions in the event that the Worksite Representative or the WIOA Grantee and/or Service Provider Representative changes. The appropriate section of the WIOA Worksite Terms and Conditions must be completed and new signatures acquired within 30 calendar days. Modifications do not require a new agreement number. The date of the modification must be noted in the appropriate field at the top of page 1 of the WIOA Worksite Terms and Conditions. The WIOA Worksite Terms and Conditions may only be modified two times and if additional changes need to be made after the second modification, the Worksite and WIOA Grantee and/or Service Provider must enter into a new WIOA Worksite Agreement.

SECTION 5. Monitoring:

It is understood that the Worksite may be monitored by the WIOA Grantee and/or Service Provider, the Local Workforce Investment Board, and any State or Federal Agencies administering funds under the Workforce Innovation and Opportunity Act of 2014.

SECTION 6. Termination of Agreement:

This agreement may be terminated for violation of any clause or violation of the Workforce Innovation and Opportunity Act, or Local, State, or Federal law. If the Worksite is negligent in the responsibilities agreed to in Section 2, Worksite Responsibilities, the Grantee or Service Provider may choose, based on local policy, to not only terminate the Agreement but to no longer contract with the Worksite at a future date. It may also be terminated upon two-week written notice from either party.

SECTION 7. Equal Opportunity and Nondiscrimination Statement:

All Recipients and Sub-recipients/ Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

SECTION 8. Certification and Approval:

The signatures below constitute understanding and agreement of the terms set forth in this document.

Worksite Representative	Date
WIOA Grantee and/or Service Provider Representative	Date

SECTION 9. Modifications:

Modification 1 Date: _____

Worksite		WIOA Grantee and/or Service Provider	
Worksite:		Grantee and/or Service Provider:	
Address:		Address:	
Representative:		Representative:	
Title:		Title:	
Telephone:		Telephone:	
Term of Agreement			
Start Date:		End Date:	

_____ _____
Worksite Representative Date

_____ _____
WIOA Grantee and/or Service Provider Representative Date

Modification 2 Date: _____

Worksite		WIOA Grantee and/or Service Provider	
Worksite:		Grantee and/or Service Provider:	
Address:		Address:	
Representative:		Representative:	
Title:		Title:	
Telephone:		Telephone:	
Term of Agreement			
Start Date:		End Date:	

_____ _____
Worksite Representative Date

_____ _____
WIOA Grantee and/or Service Provider Representative Date

WIOA Trainee Time Sheet

Trainee Information							
Trainee Name:				Participant ID:			
WIOA Program:		Funding Stream:		☐ Formula ☐ Other			
Worksite:		Supervisor:				Phone #:	
WIOA Representative:		Email:				Phone #:	

Pay Period _____ to _____

Week 1			Lunch Period			Total Time Worked	
	Date	In	Out	In	Out	Hours	Minutes
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
					Total Time Worked for Week 1		

Week 2			Lunch Period			Total Time Worked	
	Date	In	Out	In	Out	Hours	Minutes
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
					Total Time Worked for Week 2		

Total Time Worked for Entire Pay Period		

I certify that the Trainee time and attendance information for the pay period is correct.

Trainee Signature Date

Worksite Supervisor Signature Date

WIOA Representative Signature Date

WIOA Work Experience Trainee Evaluation

Trainee Information					
Trainee Name:				Participant ID:	
Start Date:		End Date:		Job Title:	

Worksite Information			
Worksite:			
Worksite Address:		Worksite Phone #:	
		Days/ Hours of Operation:	
Supervisor:		Phone #:	
Alternate Supervisor:		Phone #:	

Please rate the Trainee for each characteristic utilizing the following scale:
1 = Unsatisfactory 2 = Satisfactory 3 = Good 4 = Excellent

	Initial Rating	Mid-Term Rating	Final Rating
Date of Evaluation			
1. Cooperative	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
2. Follows Directions	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
3. Responsible	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
4. Takes Initiative	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
5. Skills Progression	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
6. Appearance	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
7. Attendance	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
8. Punctuality	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
9. Integrity	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
10. Productivity	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
11. Work Quality	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
12. Conduct/ Attitude	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
Average Rating (total points/12)			
Comments:			

Certifications			
I have discussed this performance evaluation with the Trainee and certify that I have evaluated the skills objectively.			
Supervisor Signature:			
This performance evaluation has been discussed with me and I certify that I have received training in the skills listed.			
Trainee Signature:			

WIOA Work Experience Worksite Orientation

Worksite: _____

Worksite Address: _____ Phone #: _____

_____

Worksite Supervisor: _____ Phone #: _____

Email: _____

Alternate Supervisor: _____ Phone #: _____

Email: _____

Acknowledgement of Receipt

This is to certify that I have received, read, and understand the rules, regulations, and instructions contained in this orientation packet. I have also received a copy of the following:

_____ Copy of the WIOA Worksite Terms and Conditions
_____ Worksite Supervisor Handbook
_____ Youth Rules Brochure- Quick Look At The Fair Labor Standards Act
_____ Department of Labor- WHD Basic Information Sheet
_____ Current Year's Pay Period Schedule
_____ WIOA Work Experience Incident Report

_____ _____
Worksite Supervisor Signature Date

_____ _____
Alternate Worksite Supervisor Signature (if applicable) Date

_____ _____
WIOA Representative Signature Date

WIOA Work Experience Incident Report

Worksite Information					
Worksite:					
Worksite Address:			Worksite Phone #:		
			Days/ Hours of Operation:		
Supervisor:			Phone #:		
Alternate Supervisor:			Phone #:		
Trainee Information					
Trainee Name:			Phone #:		
Trainee Address:		City:		Zip:	
Incident Information					
Location of Incident:			Date:	Time:	
Description of Incident:					
Injury Sustained:	☐ Yes ☐ No		Type of Injury:		
Medical Treatment Received:	☐ Yes ☐ No		Name of Physician:		
Physician Address:		City:		Zip:	
Complete this section only if the incident was reported to the police.					
Police Station Name/ Number:					
Police Station Address:		City:		Zip:	
Officer Name:			Phone #:		
Certification					
Worksite Supervisor Signature:			Date:		
Trainee Signature:			Date:		

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Worksite Supervisor Handbook

IMPORTANT! This document contains **important information** about your rights, responsibilities, and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call Lafonda Colbert (580) 357-3500** for assistance in the translation and understanding of the information in this document.

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Telephone Relay Service is available by dialing 711 or 800-722-0353

Caddo County, Grady County, McClain County, and City of Chickasha Labor Market Area
Comanche County, Cotton County, Tillman County, and City of Lawton Fort Sill Labor Market Area
Jefferson County, Stephens County, and City of Duncan Labor Market Area

The SCOWB and all partners maintain: No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

Roles and Duties of Work Site Supervisor

- To provide exposure to career opportunities
- To provide adequate, full-time supervision
- To provide a safe work environment
- To teach job-specific and work-readiness skills
- To provide all needed tools and equipment needed for the job
- To provide positive work-based mentorship experiences
- To record and submit required documentation including timesheets, evaluations, etc.
- To maintain communication with the Case Manager

Safety

All worksites must provide a safe, sanitary, and drug-free environment. Participants are to be trained and advised regarding safety on the job. The work site will provide all required safety equipment. All state and federal laws and safety regulations must be upheld at the worksite.

Accidents, On-the-Job Injuries, and Incident Reporting

Following emergency procedures, the supervisor should immediately contact the Oklahoma Works Case Manager. A written report must be submitted as soon as possible using the WIOA Work Experience Incident Report. An incident may include:

- Trainee involvement in fighting
- Trainee leaving the worksite without permission
- Inappropriate behavior such as threats, profanity, abuse, or insubordination
- Suspected incidents of physical, sexual, or verbal abuse or any mistreatment of a trainee at the worksite
- Property theft or damage
- Drug or alcohol use at the worksite
- Accidents involving the trainee even when no injuries are sustained

SCOWB's Service Provider ensures that work experience participants are covered by Worker's Compensation Insurance. Supervisors are responsible for completing and submitting the WIOA Work Experience Incident Report to the WIOA Case Manager. In addition, the supervisor must notify the WIOA Case Manager immediately by phone or email in case of injury. The WIOA Case Manager will then complete the Injury Report Form and submit it for review.

Sexual Harassment and/ or Discrimination Policy

It is the policy of the SCOWB that all employees have a right to work in an environment free of discrimination and unlawful harassment. The SCOWB and all partners maintain: No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

Unlawful harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation is prohibited.

Harassment

Includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at an employee because of the employee's sex or race or any other protected basis
- Threats or demands to submit to sexual requests to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment

Prohibited Activities

- No participant may be employed to support any religious, anti-religious, or political activities.
- No employer is allowed to supervise a member of his/her immediate family.
- Participants may not use personal vehicles to perform work activities.
- No trainee shall participate in activities that assist, promote, or deter Union organizing.

Child Labor Laws

The work site will ensure that all activities are in compliance with current Fair Labor Standards and State of Oklahoma Child Labor Laws. The State of Oklahoma Child Labor Laws is applicable to minors under 16 years of age.

Worksite Agreement

The worksite should comply with the WIOA Trainee Work Plan as closely as possible. If changes need to be made to the work schedule, the work location, or the duties and responsibilities, the supervisor must notify the WIOA Case Manager of such changes so that the Trainee Work Plan can be modified. A copy of the Worksite Agreement, including the Terms and Conditions and the WIOA Trainee Work Plan, must be kept in at the worksite.

Time & Attendance Recording

Worksite supervisor/alternate supervisor is responsible for completing and submitting the WIOA Trainee Timesheet.

- The timesheet must be signed and dated by both the supervisor and the participant
- Trainees will be paid only for hours worked and will not be paid for vacations, sick days, workplace closures, or lunch breaks/rest periods lasting 30 minutes or longer. (Breaks of short duration must be counted as hours worked and do not need to be recorded on the timesheet.)
- Time and attendance will be recorded on WIOA Trainee Timesheets provided by the Case Manager.
- Time must be rounded out to the nearest quarter hour.
- **Do not use whiteout.** Corrections made to timesheets involving errors in recording time worked must be initialed by both the worksite supervisor and the trainee.
- Pay periods end on Friday every two weeks. At the close of the pay period, the timesheets must be submitted as follows:

  Timesheets must be emailed to the Work Experience site Case Manager assigned to the Worksite as soon as the hours have been completed, no later than 5:00 PM on the Friday ending the pay period. This allows for processing timesheets and entering data into the system by 10:00 AM on Monday after the pay period ends.

Pay and Wage Information

- Unless other arrangements are made with the trainee, paychecks will be made by Direct Deposit on a Wisely Pay Card. If Direct Deposit is not set up by the trainee, the trainee must notify the Case Manager so that he/she may

notify the fiscal department that a paper check must be mailed. To prevent delays in the delivery of the trainee's check the trainee must notify the Case Manager of any changes to his/her address.

- Participants (in all WIOA programs) shall be paid not less than the current minimum wage. If funding allows the worksite's entry-level prevailing wage applicable to the assigned position may be paid.

Termination Procedures

The SCOWB recommends the use of a three-step policy for disciplinary action. (This policy is not intended to supersede existing workplace disciplinary and termination policies.)

1. Verbal Warning
2. Written Warning
3. Termination

The worksite supervisor should consult with the WIOA Case Manager at the first sign of a problem and notify the WIOA Case Manager when disciplinary action is being taken. If the infraction is threatening or of a serious nature, the worksite supervisor should take immediate disciplinary action and contact the appropriate authorities as necessary. The WIOA Case Manager should be contacted as soon as possible.

At each step of the disciplinary process, the supervisor should complete the WIOA Work Experience Incident Report and submit it to the WIOA Case Manager.

Trainee Evaluations

The WIOA Case Manager is responsible for ensuring trainee evaluations are completed a minimum of three (3) times throughout the duration of the work experience and will utilize the results of the final evaluation as a post-assessment to determine if the participant has met the work experience goal/objective set up in their ISS/IEP.

Trainee Orientation at Worksite/ Other Training

The work site is required to provide job orientation to Work Experience trainees. The worksite orientation should include information related to work policies, job safety, job expectations, work schedule, etc. The work policies and job expectations for trainees must be the same as for regular employees at the worksite.

Occasionally, Work Experience trainees may be required to miss work to attend training activities away from the worksite such as workshops, academies, or summits. The WIOA Case Manager will notify the supervisor of those required training activities and time and attendance will be recorded at the training activities. The worksite supervisor will record only hours on the job.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Work Experience Participant Handbook

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Introduction

Welcome to the South Central Oklahoma Workforce Board (SCOWB) work experience activity! As a participant in the SCOWB work experience, you will have the opportunity to:

- Help your community
- Learn work skills
- Learn the kind of behavior expected on a job
- Earn a "job well done" recommendation from your supervisor
- Earn your own money

As a trainee, you will have an opportunity to learn from a professional who has succeeded in the work world and is committed to sharing his/her expertise and success with you.

MAKE THE MOST OF THIS OPPORTUNITY!!!

As with any carefully planned project, there are guidelines and requirements for supervisors, trainees, and the WIOA case manager. This handbook outlines those guidelines and requirements and will help you easily understand and comply with the paperwork and procedures. In addition to this handbook, the service provider may have additional material for you.

WIOA Case Manager Contact Information

Case Manager: _____ Phone #: _____

Office Address: _____ Email: _____

_____ Alt Phone #: _____

Program Overview

Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. The experience is designed to assist the participant to gain solid workplace knowledge and maturity and firmly establish good workplace behavior. It is also designed to assist the employer – especially if the business is new or just getting established.

Program emphasis is placed on the following:

- Motivating trainees and preparing them for an employment opportunity
- Developing employability skills
- Enhancing soft skills necessary for future employment
- Providing support and supervision along with regularly scheduled formal evaluations

Expectations

What can I expect?

- Earn income.
- Determine personal career goals or pathways based on the results of career assessment and exploration.
- Develop positive work habits and attitudes.
- Gain exposure to educational and career opportunities.
- Learn job search skills and life skills.
- Develop an individual strategy for attaining educational and career goals.
- Earn bonus payments for the attainment of specific skills and credentials. (Youth participants only)

What does my WIOA Case Manager expect of me?

- Attend orientation and workshops scheduled by the WIOA Case Manager.
- Earn a positive evaluation from your supervisor.
- Learn and develop new skills from the training provided by your supervisor.
- Develop team building and leadership skills.
- Participate in academic enrichment activities if you are not in school and have not received a high school diploma or GED.
- Follow worksite rules and supervisor instructions.
- Communicate openly and professionally with supervisor, co-workers, and WIOA Case Manager.
- Inform the WIOA Case Manager of changes in your situation including address, phone number, or issues that affect your work experience activity.

What does my employer/ supervisor expect of me?

- Be on the job every day you are scheduled to work. Be dependable.
- In case of illness or emergency, call your supervisor as soon as possible to inform him/her if you must be absent. Do not wait until time for your shift to begin.
- Be punctual. Call your supervisor when emergencies make it necessary for you to be late and tell your supervisor your expected arrival time. (You will not be paid for time missed.)
- Be responsible for completing assigned tasks satisfactorily.
- Ask questions when you are unsure how to do something.
- Be open to directions and instructions.
- Cooperate with supervisor and co-workers. Be a team player.
- Show initiative. Upon completion of assigned tasks, volunteer for the next task or project.
- Display appropriate, professional attitude and behavior.
- Abide by workplace rules and procedures regarding lunch hours, personal telephone calls, breaks, smoking, etc.
- Abide by safety rules and regulations.
- Arrive at work clean, well-groomed, and appropriately dressed.

Time/ Attendance & Payroll

- Pay periods are every two weeks. Your supervisor will complete timesheets. The timesheet must be emailed to the WIOA Case Manager assigned to the worksite as soon as the hours for the pay period have been completed, no later than 5:00 PM on the Friday ending the pay period, to allow time for processing.
- Do not call about your paycheck until a week after the pay period has ended.
- You will be paid only for hours worked and will not be paid for holidays, vacations, sick days, workplace closures, or lunch breaks.
- Work hours are not to exceed 40 hours per week and no overtime will be paid.
- Timesheets must be signed and dated in ink. **Do not use white-out or scribble through mistakes.**
- Unless other arrangements are made with the trainee, paychecks will be made by Direct Deposit on a Wisely Pay Card. If Direct Deposit is not set up by the trainee, the trainee must notify the Case Manager so that he/she may notify the fiscal department that a paper check must be mailed. To prevent delays in the delivery of the trainee's check the trainee must notify the Case Manager of any changes to his/her address.
- Appropriate state and federal withholdings will be deducted from your wages.
- The supervisor, not you, is responsible for recording hours on your timesheet. Your signature on your timesheet establishes that you have reviewed the timesheet and the hours are correct. If corrections to hours reported are required, your supervisor must make the correction. Your initial will indicate that you acknowledge and agree with the correction.
- Falsification of hours worked is grounds for immediate dismissal from the job.

Safety Guidelines

Accident prevention is of primary importance in all phases of operation and administration. Your worksite is responsible for providing safe and healthy working conditions. Each workplace has established safety rules. Your supervisor will discuss those with you during your worksite orientation. In addition to those safety rules specific to your workplace, the following recommendations should be observed to further ensure safety on the job:

- Remove finger rings before working around moving machinery or electrical equipment and while handling heavy objects.
- Obey all worksite rules, governmental regulations, signs, markings, and instructions. Be particularly familiar with those that apply directly to you. If you don't know, ask.
- When lifting, use approved lifting techniques (bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible). Straightening your legs does the lifting.
- Do not become involved in horseplay. Horseplay and practical jokes frequently cause serious injury and are not permitted on the job.
- Do not distract or startle fellow workers while they are working.
- Avoid unnecessary talking, shouting, or other loud noises that may take the attention of other employees away from their work and create a safety hazard to you and others.
- Always use the right tools and equipment for the job. Use them safely and only when authorized.
- Do not run in the worksite's building or across the worksite's outside property.
- Do not stand on chairs, tables, or desks to obtain articles that may be out of reach.
- Keep desk and file cabinet drawers closed when not in use to avoid tripping or striking.
- The sale or use of drugs and/or intoxicating beverages on the job is strictly prohibited. You may be checked for drugs and/or alcohol if you are injured and go to a medical facility for treatment.
- Do not wear baggy or loose-fitting clothes around machinery.
- Long hair should be worn behind the neck when working around machinery.

REMEMBER, SAFETY IS EVERYBODY'S BUSINESS – MAKE IT YOURS!

Reporting Accident/ Injury

If you are involved in an accident on the job, whether it results in injury or not, alert your worksite supervisor immediately. In case of injury, you should notify someone immediately and get first aid promptly. Your worksite supervisor has been given written instructions on how to handle the situation in case of injury on the job. He/she will call your emergency contact and see that you receive medical attention immediately. As soon as possible after that, your supervisor will report the injury or incident to your WIOA Case Manager.

Termination Procedures

Your supervisor and your WIOA Case Manager are dedicated to providing an environment that allows you to be successful on the job. On occasions that require disciplinary action, however, your supervisor will use the following three-step policy:

1. Verbal Warning
2. Written Warning
3. Termination

Certain violations may require immediate dismissal, however:

- Selling or using drugs or alcohol on the job
- Stealing or intentional destruction of property
- Falsifying time/attendance records

- Fighting
- Physical, sexual, and/ or verbal abuse of co-workers or supervisor
- Zero tolerance rules specific to the worksite

Evaluations

Your supervisor will be asked to conduct structured evaluations of your progress during your work experience participation. These evaluations will give you an opportunity to not only receive valuable constructive criticism that gives guidance for improvement, but also to acknowledge your strengths. Evaluations will cover foundation skills, which are common to all jobs, and specific workplace and career skills, which are specific to your duties and responsibilities at your worksite.

The following skills will be included in your evaluation:

Work Ethic and Professionalism

- Attendance and Punctuality
- Workplace Appearance
- Accepting Direction and Constructive Criticism
- Motivation and Taking Initiative
- Understanding Workplace Culture, Policy, and Safety

Communication and Interpersonal Skills

- Following Directions
- Responsibility
- Skills Progress
- Productivity
- Work Quality
- Conduct/Attitude

Grievance Procedures

If at any time during your participation in the program you feel that you are being treated unfairly, first discuss your grievance with your supervisor or WIOA Case Manager. If the problem is not resolved, you may request a review of your grievance by the Equal Employment Officer (EEO) at the South Central Oklahoma Workforce Board. Contact information for the EEO is:

Carol Estes
carol@scworkforceboard.org

More detailed information regarding your grievance rights is found on the South Central Oklahoma Workforce Investment Area Grievance and Complaint Procedures and the South Central Oklahoma Workforce Investment Area Equal Opportunity (EEO) Complaint Procedures that you signed when you enrolled in the program.

WIOA Participant Work Experience Orientation

Trainee Information					
Trainee Name:		Participant ID:			
WIOA Program:		Funding Stream:	☐ Formula ☐ Other		
Worksite:		Supervisor:		Phone #:	
WIOA Representative:		Email:		Phone #:	

Acknowledgment of Receipt

This is to certify that I have received, read, and understand the rules, regulations, and instructions contained in this orientation packet. I have also received a copy of the following:

_____ Copy of the WIOA Trainee Work Plan
_____ Work Experience Participant Handbook
_____ Current Year's Pay Period Schedule
_____ WIOA Work Experience Incident Report
_____ WIOA Trainee Time Sheets
_____ WIOA Work Experience Trainee Evaluation

Trainee Signature _____ Date _____

WIOA Representative Signature _____ Date _____