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**Effective: April 23, 2024**

**Subject: Youth Work Experience Policy**

Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period and provides opportunities for career exploration and skills development. Work Experience may be paid or unpaid, as appropriate. A work experience workplace may take place in the private for-profit sector, the nonprofit sector, or the public sector. Labor standards apply in any work experience environment where an employee/employer relationship exists (as defined by Fair Labor Standards Act). Work Experience is an activity involving a time limited work assignment designed to develop specific job keeping skills and/or specific job skills. Work assignments shall include an evaluation of the skills developed during the assignment. Work Experience is provided to youth based on needs determined by a case manager's assessment and provided for in the Individual Service Strategy (ISS) and documented in service notes in Missouri's statewide case-management system.

The South Central Workforce Investment Board (SCWIB) and all Job Center staff will adhere to Missouri's most current policy on WIOA Youth Work Experiences located at [jobs.mo.gov/owdissuances](https://jobs.mo.gov/owdissuances).

A pre-award evaluation will be conducted by Job Center staff. This evaluation will take place prior to placement and will include the completion of a Worksite Agreement and an acknowledgement of general assurances. Copies of each agreement will be placed in the participant file.

1. A worksite Agreements is required for each individual worksite. The Worksite Agreement must be signed by the Employer/Authorized Representative and Program Operators Authorized Agency staff before it is valid. General Assurances will be reviewed with the Employer prior to signature of the document.
2. Worksites will not use WIOA participants to replace regular unsubsidized employees. The training must not displace current employees (including a partial displacement, such as reduction in the hours of non-overtime work, wages, or employment benefits). A participant in a program or activity may not be employed in or assigned to a job if:
  - Any other individual is on layoff from the same or any substantially equivalent job;
  - The employer has terminated the employment of any regular unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the participant; or
  - The job is created in a promotional line that infringes in some way on the promotional opportunities of currently employed workers.
3. The hourly wage will be no less than the federal minimum wage. The wage may also be negotiated with the employer to pay the starting wage that a regular employee would receive.

4. The employer of record will provide worker's compensation coverage to the participant.
5. WIOA participants must complete all required new-hire paperwork prior to the hire/start date.
6. WIOA participants will be E-verified before or within 3 business days of the hire/start date.
7. WIOA participants will be paid only for actual hours worked. No pay will be given for lunch breaks, holidays, or absences. Overtime is prohibited.
8. Timesheets will be utilized by the participant and employer to record and approve time. Job Center staff will provide the Worksite Employer and participant with instructions.
  - A Supervisor must review the timesheet for accuracy.
  - The timesheet must be signed and dated by the participant, worksite supervisor and approved by Job Center staff.
  - Timesheets will be submitted to Job Center staff on a bi-weekly basis.
  - Payroll checks for hours worked will only to be issued from an approved time sheet.
9. Nepotism - No person participating in the Work Experience program will be "hired by" and/or "supervised" by a relative of that person. For the purpose of this rule, relative is defined to include: mother, father, son, daughter, grandfather, grandmother, grandson, granddaughter, sister, brother, uncle, aunt, niece, nephew, cousin, step-parent, step-child, foster parent, foster-child, mother-in-law, father-in-law, sister-in-law and brother-in-law. An individual who "hires and/or supervises" refers to an individual who exercises authority to hire for the position, provides day-to-day training or direction, or keeps time and attendance records. In addition, owners are included as supervisors/hiring managers since they have general authority to supervise, hire and dismiss.

Contact: Please direct comments or questions regarding this policy to [info@scwib.org](mailto:info@scwib.org)