



ADULT/DW TRANSITIONAL EMPLOYMENT POLICY (Effective April 11, 2019)

Background and Purpose

The Workforce Innovation and Opportunity Act (WIOA) allows local boards to provide transitional employment, defined as time-limited work experiences that are wage-paid and subsidized, and are in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the Local WDB. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

The Guilford County Workforce Development Board authorizes the use of transitional employment to provide a meaningful opportunity for individuals, especially those with barriers to employment, have inconsistent work history, or have been chronically unemployed or underemployed, to gain experience that leads to stable long-term employment.

In this Local Area, transitional employment is also designed for:

- Acquisition of additional behavioral, occupational-specific or other job skills to enhance long-term employability
- Provision of an effective observational work-based component that includes employer feedback, thereby confirming assessment information or identifying work-based skills deficiencies

Participant Selection Criteria

- Potentially open to WIOA enrollees at any level of employment plan, including training or direct job placement
- Individual must have been unemployed (or) underemployed for at least 120 days, must demonstrate active job search, and must have been unable to secure permanent/fulltime employment
- Other individuals experiencing significant barriers to employment, including youth not working, reentering citizens (justice served population), people experiencing homelessness, and long-term public assistance recipients, may be considered for transitional job participation
- Adult transitional employment must be combined with other activities enhancing employability or directly related to active permanent job search
- Minimum bronze level on WorkKeys assessment

- Completion of work readiness components as directed by Development Consultant and identified in individual employment plan
- Placement in occupational field consistent with career objective identified in individual employment plan and with assessment results
- Each participant would have an updated functional resume related to the desired work assignment

Participant Requirements/Limitations

- Maximum allowable hours for any individual are 1000.
- Maximum weekly hours for participants at the bronze WorkKeys level is 24 hours
- Maximum weekly hours for participants at the silver or higher WorkKeys level is 32 hours
- Exceptions to bronze WorkKeys requirement are limited based on special circumstances as approved by the service provider
- Participants enrolled in skills training may participate in work activity as class schedule permits; not to exceed 20 hours per week
- Balance of weekly time to be programmed by Development Consultant and participant to include structured job search, employability skills upgrade, skill-specific training, and pre-vocational training
- Development Consultants will evaluate activities on a regular basis – participants not adhering to the individual employment plan may be removed from Adult transitional employment activity as appropriate
- Total slots established by budget per funding source – participants enrolled on first come/first served basis until budget is completely encumbered
- Transitional employment wage will be determined by the prevailing wage of the occupation for which the participant is placed in

Worksite Organization Requirements/Limitations

- Worksite organizations must submit a Transitional Employment Worksite Request containing required information to establish the Worksite Agreement
- All adult transitional employment placements must be for jobs in which organization worksite employees performing similar work are earning a minimum of \$11.00 per hour
- Because transitional jobs must be planned, structured learning experiences, the entity hosting the transitional job must designate an appropriate manager to provide supervision and feedback to the participant at regular intervals during participation
- Slots at participating companies (not-for-profit, public and for profit) are limited to no more than three (3) Adult transitional employment participants and may not be provided if such jobs would displace existing workers or replace jobs vacated by layoffs
- Worksite Agreement with the worksite organization must include individualized soft skill and/or skill-specific competency objectives, as appropriate for each

participant, to be evaluated at the mid-point and completion of the work assignment. Monthly follow-up contact will be made to provide ongoing assistance.

- As part of attachment to the service provider payroll, participant would have a background and drug screen check paid through WIOA funds, as requested by worksite organizations
- Adult transitional employment may not be used to encourage or induce relocation of a business. In the case of a business that has relocated resulting in job losses at the previous location, then adult transitional employment may not be used at that business for a minimum of 180 days.
- Worksites must consent to regular monitoring visits designed to ensure adherence to policy