

	<b>Policy No:</b> PW-307
	<b>Effective Date:</b> July 1, 2020 <b>Original Approval:</b> August 20, 2020
	<b>New</b> <input checked="" type="checkbox"/> <b>Revised</b> <input type="checkbox"/>
<b>TRANSITIONAL JOBS</b>	

## PURPOSE

A Transitional Job allows eligible WIOA participants to obtain a time-limited, wage-paying work-based training. Additionally, a Transitional Job activity must offer Individualized Career Coaching.

The goal of a Transitional Job placement is to offer participants the ability to receive immediate income, develop skills in a high-demand field and develop a work history. Sub-recipients should work toward finding employers who can create excellent opportunities for participants.

## REFERENCES

- TEGL 19-16
- 20 CFR 680.195
- Policy P-206 Supportive Services and Needs Related Payments

## STANDARD PROCEDURE

### Eligibility

To be eligible to participate in a Transitional Job placement, a job seeker must meet the following eligibility requirements:

- Be enrolled in Individualized Career Services
- Must have documentation showing one or more of the following characteristics:
  - Chronic Unemployment
  - Inconsistent Work history
  - Multiple Barriers to employment

### Individualized Career Coaching

Prior to the placement of a participant in a Transitional Job, Sub-recipients must enroll the participant into Individualized Career Services, create an Individual Employment Plan, assess the participant's need for a Transitional Job, and offer other individualized career services as determined by the Individual Employment Plan. SOWIB highly encourages frequent communication between sub-recipient staff and participant before, during, and after any Transitional Job placement.

### Supportive Services

All participants who receive a Transitional Job may be offered supportive services that will assist the participant in successfully attending and completing the Transitional Job activity.

## **Training Guidelines**

All trainees must be determined eligible for Adult and Dislocated Worker programs, regardless if funding is from a specialized grant. All of SOWIB standards for Adults and Dislocated Workers are applicable to any Transitional Job participant.

## **Recruiting Host Sites**

Sub-recipients will recruit local employers and organizations to serve as host sites for participants in a Transitional Job experience. Depending on type of funding there may be restrictions with regard to participating employers, ensure that employers meet the definitions required in the specialized grant. Sub-recipients are responsible for ensuring that the on-site supervisors of all participants placed in a paid work based training have been properly vetted. All work sites will need to have a Worksite Eligibility form, Transitional Job Agreement, and Training plan completed prior to a participant being placed at the location. Worksite Eligibility Forms should be completed no more than on an annual basis.

## **Non-Discrimination and Equal Opportunity**

WIOA prohibits any discrimination on the groups of race, color, religion, sex, national origin, age, disability, political affiliation, or belief. An organization that accepts a Transitional Job participant is advised of obligations set by WIOA law, and ensures that agency services are offered to all individuals that are eligible and does not discriminate based on circumstances that might limit served populations.

## **Host Site Review**

Sub-recipients shall employ a work site review to determine the appropriateness of utilizing the employer for a transitional job. The evaluation should include the key legal provisions of the worksite agreement such as safety, labor laws, layoffs, and other information found in the "Host Site Restrictions" section of the Transitional Jobs policy. In addition, the evaluation should assess the appropriateness and level of exposure to work readiness, supervision, and job skill development that the host site can provide. As part of participation, host sites must be willing to work closely with program staff and provide proper supervision. Sub-recipients are not OSHA inspectors, however, are expected to question reasonably apparent potential hazards and complete prior due diligence prior to placement.

## **Host Site evaluation**

When a sub-recipient identifies a potential worksite match between a participant and employer, the sub-recipient staff will review the opportunity with the participant and evaluate the participant's interest. Furthermore, sub-recipients are responsible for arranging worksite interview(s) for the participant with the employer and completing a Transitional Jobs Agreement and Training Plan with the participant and the employer.

To ensure the placement is right fitting for the participant, sub-recipient staff should evaluate the following:

- Does the placement match the participant's interest?

- Is the participant successfully accomplishing goals, meeting appointments, raising basic skill deficiencies, etc.?
- Is this worksite in a Targeted Sector?
- How does the placement relate to the overall goals, occupational training, etc.?

### **Transitional Job Agreement and Training Plan**

Sub-recipients will have a Transitional Job Agreement/Contract for each individual worksite. A signed copy of the agreement is given to the worksite to ensure that the expectations are fully understood. The original agreement should be located in the participant's hard file.

### **Learning Plan and Supervisor Evaluation**

Sub-recipients will have a Learning Plan and Supervisor Evaluation for each placement at a worksite. A signed copy of the Learning Plan and Supervisor Evaluation should be located in the participant hard file.

### **Background Checks, Fingerprinting, and Drug Testing**

Some employers require background checks, fingerprinting, or drug testing for employees, interns, or for other work experiences. Sub-recipients may not pay for drug testing using WIOA funds. Background checks and fingerprinting cannot be paid using WIOA. These items can only be paid from other funding sources.

### **Emergency Contact Information & Injury Procedure/Emergency Incident**

All Sub-recipients will create an Emergency Contact information form that will be completed by the participant and the sub-recipient. Copies of this form be provided to the host business and placed in the participant file.

It is important to ensure that the business and sub-recipient have contact information in case of an emergency. If possible, emergency contact information should include the following:

- Message Phone and Name of Contact
- Person to Contact in Emergency and Relationship to the trainee

### **Host Site monitoring and Measureable Skill Gain**

Sub-recipients must monitor the host site and activities described in the training agreement/contract to ensure that all parties are meeting the training and host site agreements.

The following elements must be addressed during the Host site monitoring:

- Appropriateness of placement for participants
- Measurable Skill Gain based from the Learning Plan
- Acceptable host site supervision

A site that exhibits a pattern of not meeting agreed upon requirements for any work based training **may not** have future work based training agreements put into place unless there is written pre-approval by SOWIB.

### **Supervisor Evaluation**

Sub-recipients will need to create a Supervisor Evaluation to evaluate the participant's performance at the host site. Signatures must be included on the forms. All completed performance forms will be placed in the participant's file.

### **Wages**

Participants receiving a Transitional Job must be placed on the sub-recipient regular payroll and compensated according to the minimum wage standards, and/or the prevailing wage of employees with similar training, experience, and skills for a similar occupation, as set by the employer. However, since Transitional Jobs are intended as trainee positions, wages do not typically exceed those for entry-level employees. Sub-recipient must establish a process to ensure proper fiscal procedures are followed including securing original receipts and a signed acknowledgement of direct payments made to the participant.

### **Exceptions**

In the case where a participant or work conditions may not meet the requirements as outlined, sub-recipient should contact SOWIB staff for review and written approval.

### **End of a Transitional Job placement**

A Transitional Job placement is considered finished when one of the following occurs:

- The trainee successfully completes all contracted hours
- The trainee did not complete hours but is hired by the work site host as a regular employee.
- The trainee quits or is removed by the employer. *Please note:* efforts should be made to contact the trainee and/or the employer for cause. It is the sub-recipient's responsibility to ensure placements are a good fit for both trainee and the host site; this includes offering support throughout the Transitional Job.