

Rockland BOCES Youth Connections Program

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Work Experience Policy

Under the Workforce Innovation Opportunity Act [WIOA; Section 129 (c)(4)], at least 20% of all WIOA youth funding must be used for paid/unpaid work experience programming.

Work Experience is defined as paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities

All active youth enrolled in the Youth Connections program are eligible to receive one of the aforementioned work experiences. Should a youth choose to request a work experience, he or she must complete all proper documentation and follow the work experience protocol.

To enroll in a PAID work experience, a youth participant must meet with the Work Readiness Trainer and make sure the following are completed:

- All required modules of CareerZone
- Individual Service Strategy (ISS) aligning with career goals
- Work Experience “Bootcamp” (may be waived with authorization of Youth Services Coordinator, if participant has satisfactory work history)
- Worksite Agreement (Attachment A)
- Staffing agency meeting and paperwork

Other forms of unpaid work experience including, but not limited to on-the-job training, internships, and job shadowing do NOT require the youth participant to complete the Work Experience “Bootcamp.”

PAID Work Experience Guidelines – All PAID work experiences must follow these guidelines:

- The work experience placement must align with youth participant’s career goals
- The youth participant must be supervised at all times
- A youth participant can work up to 25 hours per week
- The work experience can last up to 3 months, with the possibility of extension based on availability of funds, worksite supervisor’s evaluations, youth participant’s evaluations
- Youth participant will be paid a standard rate of pay set by the Rockland BOCES Board of Education

A youth participant may be withdrawn from a work experience due to improper work behavior, unacceptable performance in the educational component, or other extenuating circumstances.

Allowable Work Experience Expenditures include the following (from WIOA TEGL_21-16):

- 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 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
- Employability skills/job readiness training to prepare youth for a work experience