

Policy Name: Summer Youth Work Experience Policy – American Recovery and Reinvestment Act (ARRA) Program
POLICY #: 411

Date of Original Policy: 3/25/09
Effective Date: 4/1/09

Date of Current Revision: n/a

Purpose:

To provide policy direction regarding the use of the American Recovery and Reinvestment Act (ARRA) of 2009 funds to pay wages and set up worksites for Summer Work Experience opportunities for WIA eligible youth enrolled in the ARRA Summer Youth Employment Program (SYEP) program.

This policy only applies to ARRA Youth funded programs within the SW Washington Workforce Development Area comprised of Clark, Cowlitz, and Wahkiakum Counties.

Background:

A Summer Work Experience is primarily intended to teach effective work habits and behaviors for those who have never worked or who have not worked for a significant amount of time, develop work readiness skills, and earn a paycheck.

A work experience is designed to provide youth with opportunities for career exploration and skill development and not to solely benefit the employer. A work experience is not designed to replace an existing employee or position.

Participation in an ARRA Summer Work Experience shall be for a minimum of six weeks and 20 hours per week. The job placement should be based on the interests and needs of the participant and documented in his/her individualized Summer Action Plan (SAP). The participant's learning and skill development goals described in the SAP should be age appropriate and of interest to the youth.

Policy:

Only those youth who meet the eligibility requirements for the SYEP funded under ARRA will be able to participate in a Summer Work Experience. See Summer Youth Eligibility Policy #410 for complete guidelines <http://www.swwdc.org/serviceproviders/policies.html>.

The following are expected for each position and youth at a job site:

1. A job description that clearly outlines the participant's duties and skills.
2. Age appropriate activities and responsibilities that introduce and reinforce the rigors, demands, rewards, and sanctions associated with holding a job.
3. Appropriate orientation to the employer, its line of work, and how the position and work performed will benefit the organization and its customers.
4. Opportunities for youth to carry out real, every day duties to support the organization.
5. Appropriate level of work duties so that the participant is not idle and that a full day's work is accomplished.
6. Opportunities for participants to interact with employees at different levels and within different occupations within the organization so they learn about the various jobs and career paths.
7. Appropriate supervision that includes reinforcement of workplace expectations.

8. Timely feedback on participant's work performance and behavior and appropriate sanctions when applicable.

The following are requirements for the employers/job sites:

1. Employers must sign an employer/work site agreement.
2. Duties cannot unfavorably impact current employees or impair existing contracts for services or collective bargaining agreements and cannot supplant work that would normally be done by existing or recently laid off employees. Refer to 20 CFR 667.270 for non-displacement requirements located at http://edocket.access.gpo.gov/cfr_2006/aprqr/pdf/20cfr667.272.pdf. Employers will have to document their positions are in compliance with these requirements.
3. Adherence to workplace safety guidelines and applicable federal/state employment laws.
4. Agreement to participate in job site monitoring,
5. Agreement to complete program evaluation at completion of program.

Public and non-profit organizations are eligible to serve as worksites for a Summer Work Experience. Federal regulations allow for-profit companies to be considered for work sites if they demonstrate that the work performed by the youth does not result in profit to the company.

Wages for work performed will be subsidized by the youth program awarded the ARRA funds.

Work sites that are **not** eligible for an ARRA Summer Work Experience include: casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools.

Timeline:

A Summer Work Experience will last approximately six weeks for each youth roughly between July 7 and September 18, 2009.

Participant Wages:

Youth will be paid at least minimum wage (\$8.55 per hour) for job site and work readiness hours worked for up to 180 hours. Some older youth may be hired as site supervisors earning approximately \$10 per hour for up to 200 hours for training, job site and work readiness hours.

Summer Work Experience Forms and Paperwork

The following Summer Work Experience forms are examples and contractors are required to complete forms with a similar format:

- Subsidized Work Experience Agreement
- Position Request
- Summer Action Plan
- Pre-Assessment
- Post-Assessment

A Subsidized Work Experience Agreement must be completed and signed by the SYEP program staff and the job site provider prior to the start of the work experience. The Subsidized Work Experience Agreement may be used for group training with a single work site provided that the SAPs, job description, work conditions, wages, and term of the agreement are the same for all participants covered under this agreement.

References/Resources:

- Final WIA Regulations 20 CFR Part 664
- TEGL 3-99 Dated January 31, 2000
- TEGL 14-08 Dated March 18, 2009