

Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time.

- Work experience may be paid or unpaid, as appropriate.
- A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.
- Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.
- Funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- Work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site.

The types of work experiences include the following categories and program restrictions:

- Summer employment opportunities and other employment opportunities available throughout the school year (Youth)
- Pre-apprenticeship programs/Career Readiness Programs; (Youth, Adult/Dislocated Worker)
- Internships (Youth, Adult/Dislocated Worker)
- Job Shadowing (Youth)
- Transitional Jobs (Adult/Dislocated Worker) *Covered under WIB of SWMO Transitional Jobs Policy*
- On-the-Job Training (Youth, Adult/Dislocated Worker) *Covered under DWD Issuance 21-2017 and WIB of SWMO OJT Employed Workers Eligibility Policy, OJT Outreach Policy, and OJT Registered Apprenticeship Policy*

Duration and Pay Rates of Work Experiences:

- Most work experiences have a duration of **280** hours.
- Certain Pre-Apprenticeship curricula require additional hours up to a maximum allowed of **480** hours
- If a customer needs additional hours for training beyond the standard 280, the hours must be requested by the Case Manager/Program Coordinator and approved by the WIB Operations Manager or Executive Director
- Current rate of pay for paid work experiences is **\$8.60** an hour. *(The rate of pay will be adjusted based on increases in minimum wage)*
- See <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf> for requirements of providing unpaid Internships/Work Experiences in regards to the Fair Labor Standards Act