

# WIB of SWMO Transitional Jobs Policy

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The Transitional Jobs Program consists of three components: paid/unpaid work experiences, classroom training, and supportive services.

## **Transitional jobs are defined as follows:**

- Transitional Jobs: A planned, structured learning experience that takes place in a workplace for a limited period of time for those who have had little or no prior experience in the workplace. This may include a work study program which enriches the customer's academic knowledge, job readiness skills, and at the same time, offers "Real Time" experience in the workplace. Also, this may include a work study program which enriches the customer's academic knowledge primarily in a specific skill. This training should also expose the customers to a specific career path.

## **General Transitional Jobs Provisions:**

General provisions for determining the appropriateness of transitional job activities are intended for individuals who fit in the following categories.

- Have little or no prior experience in the workplace;
- Have experienced difficulty in maintaining employment in the past due to barriers that can best be addressed and overcome through transitional job enrollment;
- In most cases, have little or no previous experience in new occupation of choice;
- Can be placed at a worksite that will provide occupation specific knowledge and experience in their area of occupational choice toward meeting their specific career goals;
- Dislocated Workers who have been recently dislocated from the employment that existed over a long period of time generally do not qualify for transitional job enrollment. All exceptions must have documented justification in the customer's file.
- The WIB may use up to 10 percent of its combined total of adult and dislocated worker allotments for transitional jobs.

## **General Provisions for Development of Transitional Job Agreements and/or Contracts:**

- The intent of a transitional job activity is to obtain experience. It is not the intent for a transitional job employer to enter into a contract with the knowledge that the customer will be hired at the conclusion of training. These types of arrangements would be more appropriate as On-the-Job training.
- Service providers should encourage an employer, when appropriate, to develop the experience into an OJT or permanent employment position.
- Customer's transitional job contract/agreement must indicate the following language
  - Customer's assessments must establish that transitional job training is needed to prepare the individual for unsubsidized employment or career training.
  - Customer's individual employment plan must identify their transitional job field of training, outlining goals and objectives with defined timelines and projected completion dates.
- Parameters for identifying required elements and development of transitional job agreements/contracts are as follows:
  - Transitional jobs may be paid or unpaid, as appropriate.

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- Transitional jobs may be in the private for profit, nonprofit, or public sectors.
- Labor standards apply in any transitional job where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.
- Transitional jobs are for a limited time. The WIB established the maximum period for transitional jobs as not to exceed 280 hours. Extensions to the WIB's time period must be submitted in writing to the WIB and approved by the WIB Operations Manager.

### **General Provisions for Transitional Jobs Attendance and Wages:**

- Wage Payments are fixed at the rate of \$9.45 hourly.
- Transitional will be limited to 40 hours a week. No allowances are made for holiday, overtime, or sick pay.
- Service Providers are required to complete an IRS form W-4 for the customer prior to the commencement of these activities. Federal income taxes must be withheld at an appropriate rate as determined by the customer's W-4. A W-2 form will be issued to transitional job customers at the end of each calendar year.
- It is the service provider's responsibility and also a WIB requirement to maintain Worker's Compensation insurance for each transitional job customer. Service providers will not be allowed to provide this training for their participants if Worker's Compensation insurance has not been procured.
- Documented time spent, wages paid, and goals to be obtained must be part of a WIOA customer's file.