

**Cape Fear Local Policy No. P-WDB-004-2018**

**Subject:** **CFWDB Policy Subsidized Internship/Work Experience for WIOA Title 1 Participants**

**Purpose:** To transmit policy on the use, documentation, and tracking of Workforce Innovation and Opportunity Act (WIOA) Title 1 funds in the provision of Work Experience (WEX) opportunities for Adult, Dislocated Worker, and Youth Participants.

**Policy:** According to Federal Register 20 CFR Parts 603, 651, 652, et al. Workforce Innovation and Opportunity Act; Final, Part 680, Subpart A – 680.180 for the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII) and Part 681, Subpart C – 681.600 for the purposes of WIOA sec. 129(c)(2)(C), an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and work experience may be paid or unpaid, as appropriate. A work experience or internship 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.

All WIOA Title I eligible participants, based on needs identified by an objective and comprehensive assessment, including, but not limited to, assessments of basic skills, prior work experience, employability, occupational skills, supportive service needs, interest and aptitudes, may participate in a subsidized internship/work experience, if it determined that a participant would benefit from this service. Individuals that may be determined to have a need may include, but are not limited to, those with little to no work experience, individuals with occupational skills training but no work experience in a specific occupation/career, and individuals that need career exploration. All information, including assessment information and goals, must be included in the Individual Employment Plan/Individual Services Strategy (IEP/ISS).

**Action:** All WIOA Title I Service Providers are to comply with the attached WIOA subsidized internship/work experience procedures (Attachment A) for all WIOA Title I participants. A copy of the job description must be submitted for review to the Local Area prior to the participant beginning work. All worksites forms (worksites agreement, job description, supervisor orientation, worksite checklist, youth progress evaluation, timesheets and modification form) must be uploaded into NCWorks Online.

**Effective Date:** June 13, 2018

**Expiration Date:** Indefinite

**Contact:** Cape Fear Workforce Development Director

**Distribution:** CFWDB WIOA Providers  
CFWDB Staff  
NC Division of Workforce Solutions

**Attachments:** **Attachment A:** PR-WDB-008-2018 Subsidized internship/Work Experience Procedures  
**Attachment B:** F-WDB-009-2018 Worksite Agreement  
**Attachment C:** F-WDB-013-2018 Job Description/Training Outline  
**Attachment D:** F-WDB-014-2018 Worksite Supervisor Orientation  
**Attachment E:** F-WDB-015-2018 Participant Evaluation  
**Attachment F:** F-WDB-016-2018 Participant Timesheet  
**Attachment G:** F-WDB-017-2018 WEX Agreement Modification  
**Attachment H:** F-WDB-018-2018 Staff Tracking Sheet

## CFWDB PROCEDURE NO. PR-WDB-008-2018

### Subsidized Internship/Work Experience Procedures

#### General

All subsidized internship/work experience activities within the Cape Fear Local Area (LA) will follow the guidelines as outlined in these procedures.

An internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and work experiences may be paid or unpaid, as appropriate. A work experience or internship may take place in the private for-profit sector, the non-profit sector, or the public sector.

All WIOA Title I eligible participants as appropriate based on identified needs by an objective and comprehensive assessment and as documented in the Individual Employment Plan/Individual Services Strategy (IEP/ISS) may participate in a subsidized internship/work experience.

Subsidized internships/work experiences for WIOA Title I Adult and Dislocated Worker participants must be directly linked to a career goal and based upon the participant's interest and aptitude. These opportunities should allow the participant to learn new transferrable skills and enhance their employability.

WIOA Title I Youth programs are required to allocate 35 percent of funds for providing work experience. These work experiences must include an academic and occupational education component. Work experience activities for the WIOA Youth program may include summer employment, pre-apprenticeship, internships, job shadowing, and on-the-job training (OJT). These opportunities should be related to the participant's career pathway and/or interest based on assessment results. WIOA Title I Youth Service Providers must use Form F-WDB-018-2018 Staff Tracking Sheet (**Attachment H**) to track the time they spend on work experience. This may include time spent developing worksites, monitoring worksites and all other work related to the work experience.

The intent of subsidized internships/work experiences is not to benefit the employer, although the employer may, in fact, gain from the activities performed by the participant, and in some cases may result in an employment offer.

In no case should internships/work experiences 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.

**All worksite forms (worksite agreement, job description, supervisor orientation, youth evaluation, timesheets and modifications (if applicable)) must be scanned and uploaded into NCWorks Online.**

### **Adult/Dislocated Worker Internship/Work Experience**

Adults and Dislocated Workers may participate in planned, structured learning experiences that are linked to careers and take place in a workplace for a limited period of time **not to exceed 320 hours per program year**. The service provider should consider the length of time necessary for the participant to learn the skills identified in the job description/training outline when determining the length of the internship/work experience. Work activities may take place in the public or private for-profit and non-profit sectors. Adult and Dislocated Worker participants enrolled in work experience should be close to completion of training (within 6 months of completion) or may have completed training. For those who have completed training, work experience opportunities must occur within six months of the date training was completed. Participants in work experience should not have had prior work activity in the field/area being assigned and the work experience must be directly linked to their career goal. The internship/work experience must be detailed in the Individual Employment Plan/Individual Service Strategy (IEP/ISS). Participants will not be paid for absences, unworked hours including lunch on or off premises, or recreational activity. All participants that work more than five (5) consecutive hours per day must have a 30-minute meal break. No participant shall work for more than 40 hours per week.

### **Youth Work Experience**

Youth may participate in planned, structured learning experience activities that include academic and occupational education for a limited period of time. **Participants should not work for any one worksite for more than 520 hours and should not exceed a total of 1040 hour per program year**. The service provider should consider the length of time necessary for the participant to learn the skills identified in the job description/training outline when determining the length of the work experience. The educational component may occur concurrently or sequentially with the work experience.

The types of work experiences include the following categories:

- (1) Summer employment opportunities and other employment opportunities available throughout the school year;
- (2) Pre-apprenticeship programs;
- (3) Internships and job shadowing; and
- (4) On-the-job training (OJT) opportunities as defined in WIOA Section 3 (44) and NC Policy Statement 04-2015

The goal is to promote education while providing the youth needed work experience. Linking the educational component to skills required on-the-job is key to the participant understanding that the more education and skills one has, the higher the wages they will receive or can expect. The work experience must be detailed in the Individual Employment Plan/Individual Service Strategy (IEP/ISS). Participants will not be paid for absences, unworked hours including lunch on or off premises, or recreational activity. All participants that work more than five (5) consecutive hours

per day must have a 30-minute meal break. No participant shall work for more than 40 hours per week.

### **Selecting Worksites**

Matching a WIOA Title I participant with the appropriate worksite is critical to a successful job assignment. Based on assessment results and career pathway, participants are placed at worksites that are in line with their area of interest and career pathway. Worksite supervisors should have a clear understanding of the objectives of the internship/work experience job assignment and realistic expectations of the work products and productivity of the WIOA Title I participant. The participant must have sufficient work and adequate supervision, as any other entry-level employee.

Organizations and/or businesses that participate in this activity should be based on an objective analysis of the relative “value-added” contributions an employer is willing to make to the experience for the WIOA Title I participant. This may include structured development/refinement of work readiness skills, provision of on-site educational services, and exposure to enhanced skill training and mentoring. It is strongly discouraged to use Career Centers as worksites due to the potential of conflicts of interest. Placement at a Career Center would only be allowed if there is documentation that this experience will meet the participant’s career goals and skill needs **AND** there is no other placement opportunity available.

Worksites that require participants to work with and/or around children/youth will require that a background check be completed. Work experience participants shall be removed from worksites that have been determined abusive or have been determined to be in noncompliance with the Worksite Agreement.

### **Supervisor Orientation**

All worksite supervisors should be provided with an orientation so that they have a clear understanding of the WIOA Title I programs and the objectives of the internship/work experience. Service providers will use the supervisor orientation provided as **Attachment D**.

### **Job Description/Training Outline**

All internship/work experience job descriptions/training outlines will be developed jointly with the worksite employer/supervisor and WIOA program staff. The job description/training outline will provide a brief description of the job duties, identify transferrable skills the participant may have through prior work experience and/or life experiences, skills that the participant will learn through the internship/work experience, the wage to be paid, and the days and hours to be worked. All job descriptions/training outlines must be submitted to the Local Area prior to the participant beginning work using the form provided as **Attachment C**. A copy of the job description/training outline will be maintained at the worksite and uploaded into the participant record on NCWorks Online.

### **Worksite Agreement**

All WIOA Title I service providers will use the worksite agreement provided as **Attachment B**. The agreement should be signed by the WIOA Title I staff and the worksite representative. A

copy of the worksite agreement will be maintained at the worksite and uploaded into the participant record on NCWorks Online.

### **Participant Evaluation**

All WIOA Title I service providers will use the participant evaluation provided as **Attachment E**. An evaluation should be completed at week 2, then midpoint, and at the conclusion of the internship/work experience. The evaluations should be signed by the participant and the worksite supervisor. A copy of the evaluations will be uploaded into the participant record on NCWorks Online.

### **Rate of Pay for Paid Internship/Work Experience**

WIOA Title I participants should be compensated the prevailing wage of employees with similar training, experience and skills for a similar occupation, as set by the employer (worksite). However, since work experience/internships are intended as trainee positions, wages should not typically exceed those for entry level employees. The rates may not be lower than the higher of the federal or state minimum wage.

To determine the prevailing wage the service provider will work with the worksite to develop the job description for the participant and using the worksite pay scale determine what the wage will be, but not to exceed the entry level wage for the position. If the worksite does not have a pay scale, information that may assist in determining the wage can be found at <http://d4.nccommerce.com> under Occupational Employment and Wages in North Carolina (OES). Other items to be considered in determining the hourly wage are listed below. This list is not intended to be all inclusive:

- Objectives of the work experience
- Type of work to be performed during the work experience
- Skill set of the participant
- Skill set required for the work experience
- Service provider budget

The determination and rationale for the hourly wage must be documented in the case notes on NCWorks Online.

***\*Note\**** *In many work experience placements, an individual's skill set may not meet the standard occupational classification qualifications for the position. Therefore, this distinction may allow the wages to be set below the prevailing wage standards, then what might be acceptable for a placement of an individual that meets the classification requirements.*

### **Participant Timesheets**

All WIOA Title I participants engaged in subsidized work experience must complete the timesheet provided as **Attachment F**. WIOA Title I program staff should type in the following information prior to giving the timesheet to the participant:

- Participant name
- Participant Job Title

- Pay Period
- Worksite Supervisor Name
- Name of Worksite
- Dates in Pay Period (*make sure that dates entered are for correct day of the week and match pay period*)

WIOA Title I participants should write in the time they arrive for work, leave for and return from lunch, and leave work for the day. Time should be recorded in 15-minute increments as noted at the top of the timesheet. WIOA Title I participants are to sign their timesheet at the end of each two-week period.

*Example: If you arrive to work at 5 minutes after 8, you would record that as 8:00. If you arrive at 10 minutes after 8, you would record that as 8:15.*

After timesheet is completed and signed by worksite supervisor and participant, the WIOA Title I program staff **MUST** review timesheet for accuracy and sign it.

**\*NOTE: A miscalculation in the hours that causes the participant to work over 40 hours per week and/or the allowable hours will result in disallowed cost for hours worked over the 40 hours per week and/or allowable hours.**

### **Worksite Agreement Modification**

If it is necessary to make changes to a worksite agreement, WIOA Title I Service Providers along with the worksite supervisor will complete the worksite modification form provided as **Attachment G** and submit to the Local Area for review and approval. Once the modification has been approved the modification should be attached to the original worksite agreement at the worksite and uploaded into NCWorks Online.

### **Worksite Monitoring**

All worksites must be willing to allow Board staff, the North Carolina Division of Workforce Solutions and/or US Department of Labor to perform onsite monitoring to ensure compliance with the worksite agreement, as well as, to monitor the progress of the participant. WIOA Title I program staff must also conduct monitoring visits to ensure compliance with the worksite agreement and progress of the participant.

**Workforce Innovation and Opportunity Act (WIOA)**

**WORK EXPERIENCE WORKSITE AGREEMENT**

This establishes an agreement between

and

**(WIOA Title 1 Services Provider)**

**(Name of Worksite Agency)**

**Please select:**

Public     Non-Profit     Private for Profit

herein after referred to as “Worksite” to provide subsidized or unsubsidized internship/work experience to eligible individuals participating in the Cape Fear Workforce Development Board Work Experience Program authorized and funded under the Workforce Innovation and Opportunity Act (WIOA). The WIOA Services Provider and the “Worksite” will work together to provide a short-term work experience component which is valuable and meaningful for both the participant and the organization/worksite.

Work experience job assignments will be consistent with each WIOA participant’s capabilities and interest and in an occupational field or specific job in which he/she has minimal or no prior work experience. WIOA funded work experience job assignments are expected to help individuals gain the skills and experience they need to succeed in the workplace and obtain unsubsidized employment.

**TERM:** This agreement will take effect on [Click here to enter a date.](#) and terminate no later than [Click here to enter a date.](#)

**This Worksite Agreement provides the following assurances:**

1. Only those participants referred to and declared eligible by the WIOA Services Provider as WORK EXPERIENCE participants will participate under this agreement.
2. The Worksite will comply with the Fair Standard Act, current child labor laws and appropriate North Carolina State and Federal Labor Laws/standards including ADA and OSHA regulations.
3. Participants will be informed of the supervisor's name, role and responsibilities. Youth will relay any problems that might arise to that supervisor. The Worksite will notify the WIOA Service Provider staff if difficulties arise which the worksite supervisor and participant are unable to resolve. WIOA Service Provider staff and/or Worksite supervisor may recommend termination or transfer of the participant if the situation or problem is not resolved.

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4. There will be a contingency plan for inclement weather when regular Worksite is designated as out-of-doors.
5. There will be adequate full-time supervision of each WIOA participant by qualified supervisors. When the regular Worksite Supervisor is unavailable, an alternate supervisor will be designated.
6. There will be sufficient equipment and/or materials provided to carry out work assignments. Provide sufficient, meaningful work to keep WIOA participants fully occupied during work hours.
7. Work will be conducted in a safe and sanitary work environment.
8. Oversee the maintenance and certify as accurate, records of participant's time and attendance.
9. Notify the WIOA Service Provider within 24 hours of any accidents, special situations or unusual occurrences.
10. Evaluate each participant as agreed upon and required by the WIOA Services Provider.
11. Provide youth workers with appropriate breaks and lunch hour.
12. No WIOA participant shall be employed or job opening filled (A) when any other individual is on layoff from the same or any substantially equivalent job, or (B) when the Worksite has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act.
13. The participating Worksite has not relocated this establishment and commenced operations in the past 120 days, where the relocation resulted in the loss of employment at the original location.
14. Equal Employment Opportunity and Nondiscrimination: The Worksite assures that no person on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation, or beliefs, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Workforce Innovation and Opportunity Act.
15. The WIOA Service Provider is responsible for payroll processing for WIOA participants. Time sheets must be maintained that document participant's sign in when reporting to work each day, sign out for lunch, sign in when returned from lunch and sign out at the completion of the specified number of hours each day as described in this agreement. No one else is allowed to sign a participant in or out.
16. All requirements and regulations governing the WIOA program will be upheld.
17. This agreement will be maintained at the Worksite and available for review by federal, state and Workforce Development Board representatives.

**ASSURANCES – The WIOA Youth Services Provider Agrees To:**

1. Provide orientation to the work experience participants on program purposes and policies and procedures.
2. Provide Worksite with a list of eligible participants who are available to work at the Worksite.
3. Provide the Worksite with instructions and procedure forms as may be required.
4. Assure that immediate Worksite Supervisors and their alternates will receive orientation as to their duties and responsibilities.

5. Notify Worksite in case of any change in any participant's status and availability to work.
6. Provide labor market information, career exposure activities, counseling and supportive services to the participants as determined to enhance the program for the participant.
7. The Service Provider will obtain/maintain Worker's Compensation Insurance to cover all WIOA participants engaged in internship or work experience at the worksite.

### **WORK ACTIVITIES**

A written job description must be attached to this agreement. The job description must include:

- (1) Accurate description of required duties and responsibilities;
- (2) Hourly wage for position;
- (3) The days and hours to be worked (not to exceed 40 hours per week).

If the WIOA participant's job duties at the Worksite change, the Worksite agrees to notify the WIOA Service Provider immediately so that this agreement may be modified.

### **TIME, ATTENDANCE AND COMPENSATION:**

Accurate time and attendance records will be kept by the supervisor for each WIOA participant. Records will reflect the time actually worked by the participant. ***Participants will not be paid for time not engaged in work duties, including absences, lunch periods, vacation time, or holidays.***

### **MONITORING:**

It is mutually understood and agreed that the WIOA Worksite may be monitored by the Cape Fear Workforce Development Board, Division of Workforce Solutions, and/or the US Department of Labor. The WIOA service Provider will monitor the Worksite based on a planned schedule at least once during the term of this agreement. The Worksite supervisor shall maintain current and accurate time and attendance records and will cooperate fully to provide staff with worksite information or records as required in a timely fashion.

### **SUPERVISION:**

Worksite supervisors must be experienced in the work to be performed by the WIOA participant and in supervising entry-level employees. Worksite supervisors should encourage and expect participants to demonstrate good work habit, satisfactory job performance, and positive attitudes about work.

Work activities will be performed under the supervision of the person(s) listed below:

Supervisor	Job Title	Alternate Supervisor
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

**AUTHORIZED SIGNATURES:**

WIOA Youth Services Provider Name <input type="text"/>	Worksite Name <input type="text"/>
WIOA Services Provider Authorized Signature  <input type="text"/>	Worksite Authorized Signature  <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Telephone Number: <input type="text"/>	Telephone Number: <input type="text"/>
Fax Number: <input type="text"/>	Fax Number: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Cell Phone Number: <input type="text"/>	Cell Phone Number: <input type="text"/>

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**WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE I PROGRAMS  
JOB DESCRIPTION/TRAINING OUTLINE**

**IMPORTANT NOTICE:** For each job title requested a job description/training outline must be completed. All participants will be trained in the job skills listed below and also provided employment skills training.

<b>Please complete the following:</b>							
Participant Name:					Job Title:		
Worksite Name:							
Worksite Address:							
Supervisor Name:					Phone #:		
Alt. Supervisor Name: <i>(if applicable)</i>					Phone #:		
Work Schedule: <i>(Time/Hours)</i>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<i>(For this position only – CANNOT WORK OVER 40 HOURS IN A WEEK)</i>							
Hourly Wage: \$	Does this position require a background Check?			Yes	No		
	If so, has a background check been completed?			NA	No		
				Yes, provided by the Worksite			
				Yes, provided by WIOA Service Provider			

**SECTION 2: Job Description**

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**SECTION 3: Participant Skills Set/Transferrable Skills**

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**List Assessment Tool(s) used to identify skills to be learned (skills gap)**

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<b>Job Skills to be Learned</b>	<b>Job Skills to be Learned</b>

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Job Skills to be Learned	Job Skills to be Learned

**Job Description/Training Outline Developed by:**

\_\_\_\_\_  
Worksite Representative/Supervisor Signature

\_\_\_\_\_  
WIOA Title I Service Provider Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Workforce Innovation and Opportunity Act (WIOA)**

**WORK EXPERIENCE WORKSITE SUPERVISOR ORIENTATION**

Worksite: [Click or tap here to enter text.](#)

- 1. Purpose
- 2. Eligibility requirements
- 3. Rights, benefits, and responsibilities of the participants
- 4. Hours of work (days, weeks, holidays, etc.)
- 5. Reporting procedures
- 6. Pay procedures
- 7. Worker's Compensation
- 8. Nepotism
- 9. Hatch Act
- 10. Child Labor Laws (if applicable)
- 12. Youth Employment Certificate/Work Permit (if applicable)
- 13. Sectarian activities not permitted
- 14. Equal Employment Opportunity
- 15. Grievance procedure
- 16. Termination procedures
- 17. Worksite Agreement: Role of Supervisor, Work Assignments, Monitoring, Visits
- 18. Handling on the job injuries/accidents
- 19. Handling problems at the worksite involving WIOA participants
- 20. Completing Participant Evaluations
- 21. Contact information for Case Manager/Career Advisor

I/We the undersigned were provide orientation by the WIOA Program Staff and have had the above subjects reviewed with us. I/We agree to provide adequate supervision to the WIOA participant at all times during their participation at this worksite.

\_\_\_\_\_  
Worksite Representative/Supervisor Signature

\_\_\_\_\_  
WIOA Title 1 Service Provider Signature

**Workforce Innovation and Opportunity Act (WIOA)**

**WORK EXPERIENCE PARTICIPANT PROGRESS EVALUATION**

Participant: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Worksite: \_\_\_\_\_

Directions: Please grade the trainee in each area. Review the Progress Evaluation with the trainee. Submit progress evaluation to WIOA Title 1 Service Provider after the second week, mid-point, and the end of the Work Experience. Please check evaluation submitted:

Second Week     Mid-Point     Final

Grade Scale: (E) Exceeds Expectations (S) Satisfactory (N) Needs Improvement (N/A) Not Applicable

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Reports to work daily                      | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Maintains positive attitude        |
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Is on time for work                        | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Maintains interest and enthusiasm  |
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Calls in if late or absent                 | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Demonstrates honesty and integrity |
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Completes assignments in a timely manner   | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Reports to work neat and clean     |
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Accepts responsibility for assigned duties | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Dresses appropriately              |
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Uses good time management techniques       | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Accepts constructive criticism     |
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Cooperates with fellow employees           | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Follows worksite rules             |
| <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Keeps breaks/meals to allotted time        | <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA | Leaves work when scheduled         |

Using the same grade scale above, grade the trainee's progress in learning and performing the identified job skills below.

Grade	Job Skill To Be Learned	Grade	Job Skill To Be Learned
<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA	
<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA	
<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA	
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<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA	
<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> NA	

Comments/Observations (*strengths, weaknesses, improvements, etc.*)

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Workforce Innovation and Opportunity Act (WIOA)**

**WORK EXPERIENCE PARTICIPANT TIME SHEET**

Participant Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Pay Period From: \_\_\_\_\_ To: \_\_\_\_\_ Worksite Supervisor: \_\_\_\_\_  
 Worksite: \_\_\_\_\_

**NOTE:** Total hours should be recorded in **15-minute** increments (15 minutes = .25, 30 minutes = .50, and 45 minutes = .75  
**ALL** timesheets should be completed in **INK** not pencil and **NEVER** use white-out!

**Week One**

DAY	Date	Start Time	Meal Break Time		End Time	Total Hours
			Out	In		
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						
<b>TOTAL HOURS FOR WEEK 1</b>						

**Week Two**

DAY	Date	Start Time	Meal Break Time		End Time	Total Hours
			Out	In		
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						
<b>TOTAL HOURS FOR WEEK 2</b>						

**Combined Total Hours:** \_\_\_\_\_

Worksite Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WIOA Title 1 Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing I have reviewed this timesheet for accuracy and certify that the above entries are an accurate representation of the participant's time worked in this pay period.





**Workforce Innovation and Opportunity Act (WIOA)**

**WORK EXPERIENCE STAFF TIME TRACKING SHEET**

WIOA Title 1 Program Service Provider: \_\_\_\_\_

WIOA Title 1 Staff Member Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

Day of the Week	Date	Time	Worksite/Organization	Purpose/Activity	Total Time
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>TOTAL HOURS FOR THE MONTH SPENT ON WORK EXPERIENCE ACTIVITIES:</b>					

WIOA Title 1 Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Equal Opportunity Employer/Program  
Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities*