

WIOA Worksite Agreement Number:
Modified:
Modified:

WIOA Worksite Agreement Terms and Conditions

This Agreement is to provide employment and training services to eligible youth or adults (referred to as trainees) participating in a work experience authorized and funded under the Workforce Innovation and Opportunity Act (WIOA). Under this agreement, trainees will be provided work experience, which is valuable and meaningful for both trainees and the worksite. Work experience will be consistent with each trainee’s capabilities and interests, and consistent with the trainee’s Individual Service Strategy or Individual Employment Plan. Work experience will also aid in the development of skills and work habits, which will assist the trainee in obtaining unsubsidized employment in the future.

SECTION 1: Parties to the Agreement

Worksite		WIOA Program Staff	
Worksite:		WIOA Program Staff:	
Address:		Address:	
Representative:		Representative:	
Title:		Title:	
Telephone:		Telephone:	
Terms of Agreement			
Start Date:		End Date:	

SECTION 2: Responsibilities

Worksite Responsibilities

The worksite agrees to uphold the following responsibilities:

1. Will provide meaningful, sufficient, well-planned activities designed to promote the development of positive work habits and specific skills required for obtaining future unsubsidized employment.
2. Will provide a safe, sanitary, and drug free environment.
3. Will provide adequate, full-time supervision by qualified supervisors.
4. Will accurately account for trainee’s time and attendance.
5. Will provide sufficient equipment and/or materials to enable the trainee to carry out work assignments.
6. Will provide job orientation to all WIOA trainees related to work policies, job safety, and job expectations. The work policies and job expectations for WIOA trainees must be the same as for non-WIOA workers at the site.
7. Will conduct evaluations at least three (3) times throughout the duration of the trainee’s work experience as directed by the WIOA Program Staff and will notify the WIOA Program Staff of any unsatisfactory performance levels.

8. The worksite supervisor will report any incidents involving the trainee to the WIOA Program Staff as directed by the WIOA Program Staff during worksite orientation.
9. The trainee, supervisor, and authorized worksite official will complete any necessary on-the-job injury reports and submit to the local WIOA Program Staff in a timely manner so that medical claims can be processed for worker's compensation.
10. Will not discriminate in any manner or for any reason against any WIOA trainee.
11. Will ensure that all activities are in compliance with current Fair Labor Standards and State of Oklahoma Child Labor Laws.
12. No trainee will displace current employees, result in the reduction of work hours for current employees, or be placed in position where any other individual is on layoff from the same or any substantially equivalent position.
13. No trainee shall participate in activities that assist, promote, or deter union organizing.
14. No trainee shall participate in any sectarian activity pertaining to religious or political doctrines, sects, denominations, or practices.
15. All rules and regulations governing the WIOA program will be upheld.

WIOA Program Responsibilities

The WIOA Program Staff agrees to uphold the following responsibilities:

1. Will provide each worksite supervisor with an orientation to the WIOA program prior to any trainee being placed on the worksite; and provide the following written materials:
 - A Worksite Orientation Packet,
 - A copy of the WIOA Worksite Terms and Conditions, and
 - A copy of the WIOA Trainee Work Plan.
2. Will inform the trainee of grievance procedures, nepotism rules, equal pay, and non-discrimination assurances.
3. The trainee will be covered under the worker's compensation policy of the local WIOA Program Staff.
4. Will pay a wage to the trainee as determined by the local board policy not less than current minimum wage and not to exceed a starting wage paid by the worksite for the position in which the trainee is placed.
5. Will provide guidance and counseling to trainees experiencing unsatisfactory performance.

SECTION 3: Time, Attendance, and Compensation

Accurate time and attendance records will be kept by the worksite supervisor on each trainee. Trainees will be paid only for actual hours worked, and no pay will be given for hours not worked, including lunch breaks, holidays or other absences. Under no circumstances should any trainee work overtime. If trainees work on a recognized state or federal holiday, the trainees will be paid their regular hourly wage. Time and attendance may be recorded on time sheets provided by the WIOA Program Staff or by the worksite's method such as a punch time clock, computer check-in, or badge scanning system (referred to as the worksite time report). If the worksite time report is utilized, a record must be given to the WIOA Program Staff at the end of each pay period and must contain the following information:

- Worksite Name,
- Worksite Address and Telephone,
- Trainee Name,
- Time in, Time Out & Total Hours Worked per PayPeriod,
- Record of lunch break/rest periods 30 minutes or longer (breaks of short duration must be counted as hours worked and do not need to be recorded), and
- Worksite Supervisor signature, Trainee signature, and Date.

Time and attendance records will be signed at the end of the pay period by the trainee and the supervisor, whose signatures will certify accuracy.

Upon request of the WIOA Program Staff the worksite will release the trainee for attendance at labor market orientations, career orientations, job readiness training, or other WIOA activities.

SECTION 4: Amendments

Section 8 (page 4) of the WIOA Worksite Terms and Conditions is only required to be attached if a modification is made to the WIOA Worksite Terms and Conditions. Modifications may only be made to the WIOA Worksite Terms and Conditions in the event that either the worksite representative or the WIOA Program Staff representative changes. The appropriate section on page 4 of the WIOA Worksite Terms and Conditions must be completed and new signatures acquired within 30 calendar days. Modifications do not require a new agreement number. The date of the modification must be noted in the appropriate field at the top of page 1 of the WIOA Worksite Terms and Conditions. The WIOA Worksite Terms and Conditions may only be modified two times and if additional changes need to be made after the second modification, the Worksite and WIOA Program Staff must enter into a new WIOA Worksite Agreement.

SECTION 5: Monitoring

It is understood that the worksite may be monitored by the WIOA Worksite Program Staff, the Local Workforce Development Board, and any state or federal agencies administering funds under the Workforce Innovation and Opportunity Act.

SECTION 6: Termination of Agreement

This agreement may be terminated for violation of any clause, the Workforce Innovation and Opportunity Act, or Local, State or Federal law. It may also be terminated upon two-week written notice from either party.

SECTION 7: Certification and Approval:

The signatures below constitute understanding and agreement of the terms set forth in this document. If the worksite is negligent in responsibilities agreed to in this document, the worksite:

- May not be used at a future date, and
- Is financially responsible for costs deemed illegal by auditors or monitors.

Worksite Representative

Date

WIOA Program Staff Representative

Date



Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.

WIOA Worksite Agreement Number:

SECTION 8: Modifications

Modification 1 Date: _____

Worksite		WIOA Program Staff	
Worksite:		WIOA Program Staff:	
Address:		Address:	
Representative:		Representative:	
Title:		Title:	
Telephone:		Telephone:	
Terms of Agreement			
Start Date:		End Date:	

Worksite Representative

Date

WIOA Program Staff Representative

Date



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WIOA Worksite Agreement Number:

Modification 2 Date: _____

Worksite		WIOA Program Staff	
Worksite:		WIOA Program Staff:	
Address:		Address:	
Representative:		Representative:	
Title:		Title:	
Telephone:		Telephone:	
Term of Agreement			
Start Date:		End Date:	

Worksite Representative

Date

WIOA Program Staff Representative

Date



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If a Trainee Work Plan is being modified for any reason **other than changing Worksites**, complete the modification section below. If the Trainee is changing Worksites, a NEW Trainee Work Plan must be completed and attached to the corresponding WIOA Worksite Terms and Conditions.

Modification 1		Modification 2	
Date:		Date:	
Modification:		Modification:	
Reason:		Reason:	

I certify that the above modification information is correct, and the trainee and worksite supervisor have participated in its development.

WIOA Representative Signature Date

WIOA Representative Signature Date



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WIOA Worksite Agreement Number: _____

WIOA Trainee Time Sheet

Trainee Information			
Trainee Name: _____		Participant ID: _____	
Program: <input type="checkbox"/> Adult	<input type="checkbox"/> DLW	<input type="checkbox"/> In-School Youth	<input type="checkbox"/> Out-of-School Youth
Wage Rate: \$ _____	Hrly		
Worksite: _____	Supervisor: _____		Telephone #: _____
WIOA Title 1 Representative/Title: _____	, Career Manager		Telephone #: _____

Is this a Career Exploration Job Shadow Only? Yes No If yes, fill in the only the day(s) and hours of Job Shadow.

Week 1 (mm/dd/yy)	In	Lunch Period (if taken)		Out	Total Time Worked	
		Out	In		Hours	Minutes
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Time Worked for Week 1 =						

Week 2 (mm/dd/yy)	In	Lunch Period (if taken)		Out	Total Time Worked	
		Out	In		Hours	Minutes
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Time Worked for Week 2 =						
Pay Period: _____					Total Time Worked for the Pay Period =	

Please rate the Trainee for each characteristic utilizing the following scale:													
1=Unsatisfactory 2=Satisfactory 3=Good 4=Excellent													
Item	Rating				Item	Rating							
Cooperative	1	2	3	4	7. Attendance	1	2	3	4				
Follows Directions	1	2	3	4	8. Punctuality	1	2	3	4				
Responsible	1	2	3	4	9. Integrity	1	2	3	4				
Takes Initiative	1	2	3	4	10. Productivity	1	2	3	4				
Skills Progress	1	2	3	4	11. Work Quality	1	2	3	4				
Appearance	1	2	3	4	12. Conduct/Attitude	1	2	3	4				

Participant Comments: _____ Participant rating of WBL Activity: _____

Supervisor Comments: _____ 1 2 3 4

Barriers that could hinder participant completion: _____

By signing below, the employer and participant certify that the evaluations have been reviewed together. Signing also certifies that the reported time accurately reflects time worked.

Trainee Signature - Date

Worksite Supervisor Signature Date

WIOA Representative Signature - Date

To be completed by Title 1 Representative:
Starting Trainee Work Plan Hours: _____
Hours worked to date (Including this time sheet): _____
Balance of hours remaining (after this time sheet): _____



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ACKNOWLEDGEMENT OF PARTICIPANT ORIENTATION

Acknowledgement of Receipt

I certify that I have received work readiness orientation and a copy of the Participant Handbook.

Participant's Printed Name

Career Manager's Printed Name

Participant's Signature

Career Manager's Signature

Date

Date



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WORKFORCE INNOVATION AND OPPORTUNITY ACT

Work Experience Supervisor Worksite Orientation

Worksite:	Telephone Number:
Worksite Address:	
Worksite Supervisor:	Telephone Number:
Alternate Supervisor:	Telephone Number:

Under no circumstances is trainee allowed to work overtime. WIOA funds may not be used for overtime, vacation or holiday pay. Any hours worked that would be considered overtime, holiday or vacation are the liability of the employer. Employers may complete a separate I9 and W4 at the start of the Work Experience Activity. Having these documents will provide opportunity for the employer to pay overtime, holiday or vacation pay, should the situation warrant.

Acknowledgement of Receipt

This is to certify that I have received, read, and understand the rules, regulations, and instructions contained in this orientation manual. I have also received a copy of the job description(s) of the client(s) whom I will be supervising.

Worksite Supervisor Signature	Date
Alternate Supervisor Signature (if applicable)	Date
WIOA Representative Signature	Date



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WIOA Worksite Agreement Number: _____

WIOA Work Experience Incident Report

Worksite Supervisor: Please complete the following information and submit to: _____

WORKSITE INFORMATION							
Worksite:							
Worksite Address:				Worksite Telephone:			
				Days/Hours of Operation:			
Supervisor:					Telephone:		
Alternate Supervisor (if applicable):					Telephone:		
TRAINEE INFORMATION							
Trainee Name:					Telephone:		
Trainee Address:			City:			Zip:	
INCIDENT INFORMATION							
Location of Incident:			Date:			Time:	
Description of Incident:							
Injury Sustained:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Injury:				
Medical Treatment Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Physician:				
Physician Address:			City:			Zip:	
COMPLETE THIS SECTION ONLY IF THE INCIDENT WAS REPORTED TO THE POLICE							
Police Station Name/Number:							
Police Station Address:			City:			Zip:	
Officer Name:					Telephone:		
CERTIFICATION							
Worksite Supervisor Signature:					Date:		
Trainee Signature:					Date:		

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WORK EXPERIENCE OBLIGATIONS

NAME: _____

PID: _____ START DATE: _____

WORKSITE: _____

JOB TITLE: _____

COUNTY: _

# HOURS	HOURLY WAGE	TOTAL WAGES
Obligated	x	=
Actual	x	=

**TO BE COMPLETED BY
OFFICE:**

(Obligated)

(Actual)

FICA		
MEDICARE		
W/C		

Operations Manager Signature _____

Date _____

Fiscal Approval Signature _____

Date _____

TOTAL OBLIGATION
TOTAL EXPENDED
DEOBLIGATE)



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NEWWDB

NORTHEAST WORKFORCE DEVELOPMENT BOARD

WORK EXPERIENCE



PARTICIPANT ORIENTATION

Expectations

What can I expect?

- Earn income.
- Determine personal career goal or pathway based on results of career assessment and exploration.
- Develop positive work habits and attitudes.
- Gain exposure to educational and career opportunities.
- Learn job search skills and life skills.
- Develop an individual strategy for attaining educational and career goals.
- Earn bonus payments for attainment of specific skills and credentials.

What does my Career Manager expect of me?

- Attend orientation and workshops scheduled by Career Manager.
- Earn a positive evaluation from your supervisor.
- Learn and develop new skills from training provided by your supervisor.
- Develop team building and leadership skills.
- Participate in academic enrichment activity if you are not in school and have not received a high school diploma or GED.
- Follow worksite rules and supervisor instructions.
- Communicate openly and professionally with supervisor, co-workers, and Career Manager.
- Inform Career Manager of changes in your situation including address, phone number, or issues that affect your work experience activity.

What does my employer/supervisor expect of me?

- Be on the job every day you are scheduled to work. Be dependable.
- In case of illness or unexpected emergency, call your supervisor as soon as possible to inform him/her if you must be absent. Do not wait until time for your shift to begin.
- Be punctual. Call your supervisor when emergencies make it necessary for you to be late, and tell your supervisor your expected arrival time. (You will not be paid for time missed.)
- Be responsible for completing assigned tasks satisfactorily.
- Ask questions when you are unsure how to do something.
- Be open to direction and instructions.
- Cooperate with supervisor and co-workers. Be a team player.
- Show initiative. Upon completion of assigned tasks, volunteer for the next task or project.
- Display appropriate, professional attitude and behavior.
- Abide by workplace rules and procedures regarding lunch hours, personal telephone calls, breaks, smoking, etc.
- Abide by safety rules and regulations.
- Arrive at work clean, well-groomed, and appropriately dressed.

Time/Attendance and Payroll

- **Pay periods are every two weeks.** Your supervisor will complete timesheets. The timesheet must be emailed to the Career Manager assigned to the worksite as soon as the hours for the pay period have been completed, no later than 5:00 PM, to allow time for processing.
- **Do not call about your paycheck until a week after the pay period has ended.**
- You will be paid only for hours worked and will not be paid for holidays, vacations, sick days, work place closures, or lunch breaks.
- Work hours are not to exceed 40 hours per week and no overtime will be paid.
- **Under no circumstances is trainee allowed to work overtime. WIOA funds may not be used for overtime, vacation**

or holiday pay. Any hours worked that would be considered overtime, holiday or vacation are the liability of the employer. Employers may complete a separate I9 and W4 at the start of the Work Experience Activity. Having these documents will provide opportunity for the employer to pay overtime, holiday or vacation pay, should the situation warrant. Timesheets must be signed and dated in ink. **Do not use white-out or scribble through mistakes.**

- Unless other arrangements are made with the trainee, pay checks will be made by Direct Deposit. If Direct Deposit is not set up by the trainee, the trainee must notify the Career Manager so that he/she may notify the fiscal department that a paper check must be mailed to the trainee's home address or payment can be loaded onto a pay-card. To prevent delays in the delivery of the trainee's check the trainee must notify the Case Manager of any changes to his/her address.
- Appropriate state and federal withholdings will be deducted from your wages.
- The supervisor, not you, is responsible for recording hours on your timesheet. Your signature on your timesheet establishes that you have reviewed the timesheet and the hours are correct. If corrections to hours reported are required, your supervisor must make the correction. Your initial will indicate that you acknowledge and agree with the correction.
- Falsification of hours worked is grounds for immediate dismissal from the job.

Safety Guidelines

Accident prevention is of primary importance in all phases of operation and administration. Your worksite is responsible for providing safe and healthy working conditions. Each workplace has established safety rules. Your supervisor will discuss those with you during your worksite orientation. In addition to those safety rules specific to your workplace, the following recommendations should be observed to further ensure safety on the job:

- ❖ *Remove finger rings before working around moving machinery or electrical equipment and while handling heavy objects.*
- ❖ *Obey all worksite rules, governmental regulations, signs, markings, and instructions. Be particularly familiar with those that apply directly to you. If you don't know, ask.*
- ❖ *When lifting, use approved lifting techniques (bend your knees, grasp the load firmly and then raise the load keeping your back as straight as possible). Straightening your legs does the lifting.*
- ❖ *Do not become involved in horseplay. Horseplay and practical jokes frequently cause serious injury and are not permitted on the job.*
- ❖ *Do not distract or startle fellow workers while they are working.*
- ❖ *Avoid unnecessary talking, shouting, or other loud noises that may take the attention of other employees away from their work and create a safety hazard to you and others.*
- ❖ *Always use the right tools and equipment for the job. Use them safely and only when authorized.*
- ❖ *Do not run in the worksite's building or across the worksite's outside property.*
- ❖ *Do not stand on chairs, tables, or desks to obtain articles that may be out of reach.*
- ❖ *Keep desk and file cabinet drawers closed when not in use to avoid tripping or striking.*
- ❖ *The sale or use of drugs and/or intoxicating beverages on the job is strictly prohibited. You may be checked for drugs and/or alcohol if you are injured and go to a medical facility for treatment.*
- ❖ *Do not wear baggy or loose-fitting clothes around machinery.*
- ❖ *Long hair should be worn behind the neck when working around machinery.*

REMEMBER, SAFETY IS EVERYBODY'S BUSINESS – MAKE IT YOURS!

Reporting Accident/Injury

If you are involved in any accident on the job, whether it results in injury or not, alert your worksite supervisor immediately.

Attachment H

In case of injury, you should notify someone immediately and get first aid promptly. Your worksite supervisor has been given written instructions on how to handle the situation in case of injury on the job. He/she will call your

emergency contact and see that you receive medical attention immediately. As soon as possible after that, your supervisor will report the injury or incident to your Career Manager.

Termination Procedures

Your supervisor and your Career Manager are dedicated to providing an environment that allows you to be successful on the job. On occasions that require disciplinary action, however, your supervisor will use the following three-step policy:

1. Verbal Warning
2. Written Warning
3. Termination

Certain violations may require immediate dismissal, however:

- Selling or using drugs or alcohol on the job
- Stealing or intentional destruction of property
- Falsifying time/attendance records
- Fighting
- Physical, sexual, verbal abuse of co-workers or supervisor
- Zero tolerance rules specific to the worksite

Evaluations

Your supervisor will be asked to conduct structured evaluations of your progress during your work experience participation. These evaluations will give you an opportunity to not only receive valuable constructive criticism that gives guidance for improvement, but also to acknowledge your strengths. Evaluations will cover foundation skills, which are common to all jobs, and specific workplace and career skills, which are specific to your duties and responsibilities at your worksite.

The following skills will be included in your evaluation:

Work Ethic and Professionalism

- Attendance and Punctuality
- Workplace Appearance
- Accepting Direction and Constructive Criticism
- Motivation and Taking Initiative
- Understanding Workplace Culture, Policy, and Safety

Communication and Interpersonal Skills

- Following Directions
- Responsibility
- Skills Progress
- Productivity
- Work Quality
- Conduct/Attitude

BABEL NOTICE: (29CFR 38.9(g)(3)): *This document contains vital service information. If English is not your preferred language, please contact:*

*Northeast Workforce Development Board
Jeremy Frutchev, EO Officer
1503 N Lynn Riggs Blvd, Ste. D
Claremore, OK 74017
Phone: 918.907.0902 or Cell: 405.269.2821
Email: Jeremy.frutchev@northeastworkforceboard.com*

or,

*State Equal Opportunity Officer
Oklahoma Office of Workforce Development
Ferris Barger
900 N Portland Avenue, BT 300
Oklahoma City, OK 73107
Office: 405.208.2519
Email: Ferris.barger@okcommerce.gov*

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711 (<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

The NEWDB and all partners maintain: No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.



WORK EXPERIENCE

SUPERVISOR ORIENTATION



Roles and Duties of Work Site Supervisor

- To provide exposure to career opportunities
- To provide adequate, full-time supervision
- To provide a safe work environment
- To teach job specific and work readiness skills
- To provide all needed tools and equipment needed for job
- To provide positive work-based mentorship experiences
- To record and submit required documentation including timesheets, evaluations, etc.
- To maintain communication with the Career Manager

Safety

All worksites must provide a safe, sanitary, and drug-free environment. Participants are to be trained and advised regarding safety on the job. The worksite will provide all required safety equipment. All state and federal laws and safety regulations must be upheld at the worksite.

Accidents, On the Job Injuries and Incident Reporting

Following emergency procedures, the supervisor should immediately contact the Oklahoma Works Career Manager. A written report must be submitted as soon as possible using the WIOA Work Experience Incident Report. An incident may include:

- Trainee involvement in fighting
- Trainee leaving the worksite without permission
- Inappropriate behavior such as threats, profanity, abuse, or insubordination
- Suspected incidents of physical, sexual, or verbal abuse or any mistreatment of a trainee at the worksite
- Property theft or damage
- Drug or alcohol use at the worksite
- Accidents involving the trainee even when no injuries are sustained

Oklahoma Works ensures that work experience participants are covered by Worker's Compensation Insurance. Supervisors are responsible for completing and submitting the WIOA Work Experience Incident Report to the Career Manager. In addition, the supervisor must notify the Career Manager immediately by phone or email in case of injury. The WIOA Career Manager will then complete the Injury Report Form and submit for review.

Sexual Harassment and/or Discrimination Policy

It is the policy of the NEWDB that all employees have a right to work in an environment free of discrimination and unlawful harassment. The NEWDB and all partners maintain: No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is prohibited.

Harassment

Includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at an employee because of the employee's sex or race or any other protected basis;
- Threats or demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

Prohibited Activities

- No participant may be employed to support any religious, anti-religious, or political activities.
- No employer is allowed to supervise a member of his/her immediate family.
- Participants may not use personal vehicles to perform work activities.
- No trainee shall participate in activities that assist, promote, or deter Union organizing.

Child Labor Laws

The worksite will ensure that all activities are in compliance with current Fair Labor Standards and State of Oklahoma Child Labor Laws. The State of Oklahoma Child Labor Laws is applicable to minors under 16 years of age.

<https://www.ok.gov/odol/documents/WHWageLawBooklet2016.pdf>

Worksite Agreement

The worksite should comply with the WIOA Trainee Work Plan as closely as possible. If changes need to be made to the work schedule, the work location, or the duties and responsibilities, the supervisor must notify the Career Manager of such changes so that the Trainee Work Plan can be modified. A copy of the Worksite Agreement, including the Terms and Conditions and the WIOA Trainee Work Plan, must be kept in at the worksite.

Time & Attendance Recording

Worksite supervisor/alternate supervisor is responsible for completing and submitting the WIOA Trainee Timesheet.

- ❖ The timesheet must be signed and dated by both the supervisor and the participant
- ❖ Trainees will be paid only for hours worked and will not be paid for vacations, sick days, work place closures, or lunch breaks/rest periods lasting 30 minutes or longer. (Breaks of short duration must be counted as hours worked and do not need to be recorded on the timesheet.)
- ❖ Time and attendance will be recorded on WIOA Trainee Timesheets provided by Career Manager.
- ❖ Time must be rounded out to the nearest quarter hour.
- ❖ **Do not use whiteout.** Corrections made to timesheets involving errors in recording time worked must be initialed by both the worksite supervisor and the trainee.
- ❖ Pay periods end on Friday every two weeks. At the close of the pay period the timesheets must be submitted as follows: ***Timesheets must be emailed to the Work Experience site Case Manager assigned to the Worksite as soon as the hours have been completed, no later than 5:00 PM on the Friday ending the pay period. This allows for processing time sheets and entering data into the system by 10:00 AM on the Monday after the pay period ends.***

- ❖ **Under no circumstances is trainee allowed to work overtime. WIOA funds may not be used for overtime, vacation or holiday pay. Any hours worked that would be considered overtime, holiday or vacation are the liability of the employer.** Employers may complete a separate I9 and W4 at the start of the Work Experience Activity. Having these documents will provide opportunity for the employer to pay overtime, holiday or vacation pay, should the situation warrant.

Pay and Wage Information

- ❖ Unless other arrangements are made with the trainee, pay checks will be made by Direct Deposit. If Direct Deposit is not set up by the trainee, the trainee must notify the Career Manager so that he/she may notify the fiscal department that a paper check must be mailed to the trainee's home address or payment can be loaded onto a pay-card. To prevent delays in the delivery of the trainee's check the trainee must notify the Case Manager of any changes to his/her address.
- ❖ Participants (in all WIOA programs) shall be paid not less than current minimum wage. If funding allows, the worksite's entry-level prevailing wage applicable to the assigned position may be paid.

Termination Procedures

The NEWDB recommends the use of a three-step policy for disciplinary action. (This policy is not intended to supersede existing workplace disciplinary and termination policies.)

1. Verbal Warning
2. Written Warning
3. Termination

The worksite supervisor should consult with the Career Manager at the first sign of a problem and notify the Career Manager when disciplinary action is being taken. If the infraction is threatening or of a serious nature, the worksite supervisor should take immediate disciplinary action and contact the appropriate authorities as necessary. The Career Manager should be contacted as soon as possible.

At each step of the disciplinary process, the supervisor should complete the WIOA Work Experience Incident Report and submit it to the Career Manager.

Trainee Evaluations

The WIOA Career Manager is responsible for ensuring trainee evaluations are completed a minimum of three (3) times throughout the duration of the work experience and will utilize the results of the final evaluation as a post-assessment to determine if the participant has met the work experience goal/objective set up in their ISS/IEP.

Trainee Orientation at Worksite/Other Training

The worksite is required to provide job orientation to Work Experience trainees. The worksite orientation should include information related to work policies, job safety, job expectations, work schedule, etc. The work policies and job expectations for trainees must be the same as for regular employees at the worksite.

Occasionally, Work Experience trainees may be required to miss work to attend training activities away from the worksite such as workshops, academies, or summits. The Career Manager will notify the supervisor of those required training activities and time and attendance will be recorded at the training activities. The worksite supervisor will record only hours on the job.

BABEL NOTICE: (29CFR 38.9(g)(3)): *This document contains vital service information. If English is not your preferred language, please contact:*

Northeast Workforce Development Board

Attachment J

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or,

State Equal Opportunity Officer

Oklahoma Office of Workforce Development

Ferris Barger

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Oklahoma City, OK 73107

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To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711 (<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

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