

## WIOA YOUTH POLICY MEMO

<b>DATE ISSUED</b>	March 6, 2018
<b>REVISED</b>	August 27, 2019
<b>SUBJECT</b>	Summer Work Experience
<b>PURPOSE</b>	To provide instruction and guidance around the Summer Work Experience Program.
<b>POLICY GUIDELINES</b>	<p><b>Eligibility and Approval:</b> To be eligible for the Summer Work Experience program, the applying youth must meet all U LEAD program criteria. Approval will be determined by U LEAD staff and be dependent on the budget allocated for that program. All eligible participants will be matched with a work experience site that is determined to be the best fit for them. Employer sites must have a signed Worksite Agreement form prior to having youth participate at their site.</p> <p><b>Hours:</b> The max hours for the Summer Work Experience Program will be determined by program supervisor. Hours will be tracked through payroll and dependent on participants turning in their time sheets.</p> <p><b>Pay Rate and Performance Reviews:</b> The starting pay rate for each participant is \$10.50 per hour. After a participant has worked 40 total hours in their work experience, they are eligible for a raise to \$11.00 per hour, pending a performance review with their site supervisor.</p>
<b>PROCEDURE</b>	<p><b>Eligibility and Approval:</b> Applications for Summer Work Experience are due by Mid-April prior to summer of desired work experience. In April, approval of all received applications will be determined by U LEAD staff. Once the determined number of participants is recognized, placement mapping will begin. All participants will be placed in a work site that U LEAD staff feels best meets their individual circumstances. In May, contracts will be signed between the participant and worksite, and a start date for each individual will be determined.</p> <p><b>Hours:</b> Each participant is responsible for turning in their bi-weekly time sheets to ensure their time is recorded accurately by Ramsey County's Payroll. The Employment Guidance Counselor (EGC) is to help each participant to ensure accurate reporting.</p> <p><b>Pay Rate and Performance Reviews:</b> Each participant will start at a rate of \$10.50 per hour. After the participant has completed 40 hours of work, they are eligible for a 50 cent hourly raise. To receive the wage increase the participant must complete a performance review with their site supervisor. Once they complete their performance review, and submit the Performance Review Form to their EGC, they will receive their increase in pay.</p> <p><b>Leadership Sessions:</b> There will be three leadership session throughout the summer: Financial Literacy, Workplace Soft Skills, and Updating Your Resume. All Summer Work Experience participants shall be invited to all three sessions. Each</p>

session is incentivized with a \$20 gift card.

**Case Management:** The EGC is responsible for updating each participant's activity in Workforce One (WF1) to Work Experience and should include all known information (start date, work site, supervisor, supervisor's contact information, etc.). EGC is also to close out that activity once the Work Experience has been completed.

EGC is responsible for case noting all interactions with the participant, as well as the participant's supervisor/work site. This would include an intake meeting, meeting with the participant and work site supervisor, and the 40-hour performance review. If the participant has another case manager (MFIP EGC, or Vocational Rehabilitation counselor), those interactions should also be case noted. Best practice for checking in on each participant would be weekly, though this can be more frequent based on participant need.

If the participant has another case manager, that case manager should be informed off all progress on a regular basis, or any onsite disciplinary measures immediately. The U LEAD counselor and the additionally counselor can determine which of them makes the most sense to address any on site disciplinary terms with the participant.

<b>EFFECTIVE DATE</b>	March 6, 2018
<b>CONTACT PERSON</b>	WIOA Youth Planner