

Youth Wage Increase POLICY MEMO

DATE ISSUED June 8, 2017
REVISED June 14, 2019
REVISED July 12, 2019
REVISED August 27, 2019

SUBJECT Wage Increase Policy

PURPOSE To clarify the Wage Increase Procedure and tracking process in Workforce One and Payroll

POLICY GUIDELINES

Program Description

The Youth Work Experience is an opportunity for youth to gain skills in a supervised and structured work setting and to increase awareness of occupations related to a career pathway.

PROCEDURE

Eligibility

In order to qualify for a work experience, youth may fall into one of these categories:

- MYP, ages 16-24 who are currently enrolled or plan to enroll for the Summer Youth Work Experience Program
- WIOA Youth, currently enrolled with Supervisor Approval

Worksite Details

Youth will work with staff to be placed in a worksite that is in their desired career field. Youth will be eligible to work a pre-determined amount of hours, at \$10.50 per hour. If there are medical or educational reasons for youth participant to work less, EGC can review requests and approve for services based on need.

Referral Sources

Referrals may come from will primarily come from HIRED Young Adult Program and the WIOA Youth Program, with the options to open referrals to the system based on need. Any referrals coming from HIRED Young Adult Program or WIOA youth Program must be receiving MFIP benefits for the duration of the services provided by the program.

Time frame

There are two programs, Youth need to be approved for one of the programs prior to starting a work experience.

- Year round program – focus on Out of School Youth (on hold for the summer months).
- Summer Program (will work across the agency).

Worksite Evaluation

In order to observe and evaluate the workplace performance of each young adult or youth, a worksite evaluation must be conducted by the employer. There are two time frames for evaluation:

- After 20% of work experience hours have been completed, documented and verified.
- Upon completion of the work experience.

Once the 40 hour evaluation has been completed and verified, the youth may be eligible for a pay increase from \$10.50/hr. to \$11.00/hr. with a satisfactory employer rating.

Final evaluations are mandatory. If incentives are involved, incentives can be issued after the evaluation has been uploaded into WF1 in electronic document storage (EDS).

Wage increases are requested through a Counselor with the approval of a Planner, Supervisor and/or Manager.

Fiscal

Participants will be paid through the Workforce Solutions accounting department. Time Sheets are due to: joni.xiong@ramseycounty.us by the Friday of the end of pay period.

Use fax number: 651-266-9896 for timesheets only.

If time sheet is received late, paycheck will be delayed and paid on the following pay date

Safety

Participants with cell phones must sign releases for us to communicate important program messages and to connect with the youth in the event of an emergency.

Communication Protocols and Responsibilities By Role

Topics	Placement WIOA counselor	Placement Support EGC aide	Employment Counselor MFIP/WIOA	TANF Innovation Planner
Referrals and Placement	<ul style="list-style-type: none"> - Keep all program applications and participant files - Place participant in worksite - Email EVF to counselor - Communication with counselor regularly (at least monthly) with updates 		<ul style="list-style-type: none"> - Refer participant - Communicate regularly with Placement WIOA Counselor regarding any changes 	<ul style="list-style-type: none"> - Communicate with referral sources and receive applications - Check for eligibility
Employer and Participant	<ul style="list-style-type: none"> - Develop worksites - Develop and coordinate signing of worksite agreements - Receive information from employer regarding participant progress, complaints, no shows, terminations or other problems – communicate information to EC - Handle emergencies related to workplace problems with employer and participant - Obtain EVF from employer - Ensure that employer completes performance evaluation and sends copies to counselor 	<ul style="list-style-type: none"> - Maintain copies of worksite agreements - Maintain spreadsheet with emergency contact information 	<ul style="list-style-type: none"> - Coach participants on worksite issues - Update participant employment plans - Complete child care transmittal to support work (MFIP only) 	
WF1 and Tracking	<ul style="list-style-type: none"> - Inform EC of participant data - Track information (program code, case notes, milestones, orientations, incentives, exits, placements, wages, and leadership events) and provide TANF Innovation planner reports - Attach worksite agreements to the EDS system on WF1 	<ul style="list-style-type: none"> - Track participant placement data in spreadsheet - Provide back-up to Placement WIOA Counselor for tracking purposes 	<ul style="list-style-type: none"> - Use participant data from Placement to update and track in WF1 - Case note orientations, incentives, exits, completions and placements as a result of work experience, wages and leadership attendance. 	<ul style="list-style-type: none"> - Check tracking and submit to DEED
Fiscal	<ul style="list-style-type: none"> - Provide blank time sheets to participants and employers and explain process (including where to send time sheets, late submission) 	<ul style="list-style-type: none"> - (HR) Collect time sheets and maintain records for 3 years - (HR) Submit time sheets to fiscal - Monitor work hours and track spreadsheet 		<ul style="list-style-type: none"> - Submit invoices to DEED monthly and on time



** There may be cases where the participants may have both a WIOA and a MFIP Counselor. In these cases, both counselors will partner to support and plan with the participant and their families to maximize funding and outcomes for both programs.*

EFFECTIVE DATE June 1, 2017 - Kate Probert Fagundes, DWP/MFIP/SNAP ES Division Manager

CONTACT PERSON Your Agency's Planner