

Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-36

SUBJECT: Work Experience Policies for all WIOA Programs

PURPOSE: To create a new policy for work experience that serves all WIOA enrolled participants and rescinds Local Area Issuance 2021-06 Change 1 (Youth) and rescinds Local Area Issuance 2021-07 (A/DW).

ACTION: WIOA Service Providers must review and implement the attached policy and forms.

EFFECTIVE DATE: May 10, 2023

A handwritten signature in black ink that reads "Jennie Bowen". The signature is written in a cursive style and is positioned above a horizontal line.

Jennie Bowen
Workforce Development Director

Attachments

Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

Mid-East Commission • Workforce Development Department
"Committed Equal Opportunity Employer/Programs"

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www.mideastcom.org

Background

"Work Experience (WEX) Training" is a planned, structured learning experience that occurs in a workplace for a specified, limited period of time. The purpose of the WEX activity is to provide the WIOA Title I participant with opportunities for career exploration, skill development, and reinforcement of work ethic.

Pursuant to WIOA section 129(c)(2)(C), youth programs are **required** to offer paid and/or unpaid work experiences that have both academic and occupational education as a component. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site.

Work experiences provide the youth participant with opportunities for career exploration and skill development. These experiences may include:

- (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.

Rivers East will also make work experience available to all enrolled Adult and Dislocated Worker participants, who demonstrate a documented need for employment in their desired career path.

WEX Training may be in the private for-profit sector, the non-profit sector, or the public sector. The intent of WEX 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. WEX activities shall not reduce current employees' work hours, displace current employees or create a lay-off of current employees, impair existing contracts or collective bargaining agreements, and/or infringe upon the promotional opportunities of current employees as defined in the Fair Labor Standards Act.

Work Experience Guidelines

Youth Work Experience – 30 Percent Spending Requirement

While WIOA requires youth programs to expend not less than 20 percent of the Title I youth funds allocated to them to provide in-school youth and out-of-school youth with paid and/or unpaid work experiences, Rivers East requires 30 percent of total youth allocations to be budgeted for work-based learning.

Youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures accordingly. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience, rather than calculated separately for in-school and out-of-school youth.

There is not a “work-based learning” spending requirement for the Adult/Dislocated Worker programs. However, work based learning can be included in the required 30% expenditure requirement on training services.

Work Experience Assessment

The service provider shall ensure that the WEX training is appropriate based on the needs identified by an objective and comprehensive assessment and as documented in the Individual Employment Plan/Service Strategy (IEP/ISS). The participant's IEP/ISS should clearly document the following:

- Assessment(s) used to determine need/readiness for work experience
- How the WEX is going to move the participant from WEX to their career goal and unsubsidized employment
- What related academic and/or occupational training that is being offered to support the participant in achieving their career goals

Service Providers must consider the basic skills of the participant, any prior work experience,

employment skills already obtained, participants interests and aptitudes and any supportive services the participant may need. All these should be documented on the IEP/ISS under the appropriate "Training" goal/objective.

Priority for work experience should be given to those with little to no prior work experience in their chosen career pathway and/or to participants who recently completed their occupational skills training and have little to no work experience in their chosen career field.

Length of Training/Work Experience

Participants will be eligible for no more than **400** hours per job description, no more than **800** hours per program year, and no more than **2,400** hours per program enrollment.

Service Providers must be specific on the WEX Work Plan on how many hours the participant is being given out of the maximum allowed. The determination of the duration of the WEX should be based on the academic and occupational competencies the WIOA participant needs to develop or refine and must be specified in the IEP/ISS. Academic skills training could be basic skills education or high school equivalency training. Occupational skills competencies may be gained through the WEX, HRD classes or through courses specific to the job/career/occupation in which the individual is having the work experience.

Choosing a Worksite

An individualized WEX skills analysis must be performed to determine the acquisition of skills that the participant does not already possess. Skills the participant may have acquired from previous work or life experiences are potentially transferrable and can be used in every occupation, regardless of the type of work. Transferrable skills are unlike job-related skills, which tend to be used only in one type of work.

Matching a WIOA participant with the appropriate worksite is critical to a successful WEX job assignment. Worksite supervisors need to have a clear understanding of the objectives of the WEX job assignment and realistic expectations of the work products and productivity that a WIOA participant may demonstrate. The participant must have adequate supervision, as any other entry-level employee. The worksite 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.

Service Providers should use discernment when choosing worksites. When choosing employers, analyze the "value-added" contributions an employer is willing to make to the experience for the participant. Examples of such contributions are structured development/refinement of work readiness skills, provision of on-site educational services, and exposure to enhanced skill training and mentoring.

The Board strongly discourages the practice of placing participants in WEXs located at the board office, career center, or administrative entity due to the potential of conflicts of interest. Placement at these locations should only be allowed where there is specific documentation in the file that the particular experience meets the participant's career goals and skills needs AND there is no other placement opportunity available. All of these placements must be approved by the Local Area before a participant is placed at these worksites.

In addition, any work experiences with the following job titles will require special approval from the Local Area prior to placement: Custodian, Janitor, Housekeeper or Childcare Assistant.

Participants cannot be placed on a WEX outside of their county, without Local Area approval. Prior to asking the Local Area to approve, providers must document in NCWorks the employers they contacted and the outcomes and that no viable employers could be identified. This includes working with Local Area Business Services staff to identify potential businesses/employers.

Establishing Prevailing Wage

Individuals participating in a work experience opportunity must be compensated at the same rates, including periodic increases, as trainees, or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. The rates may not be lower than the higher of the federal or state minimum wage.

Wage requirements under the Fair Labor Standards Act (FLSA) apply to all participants employed under WIOA. The FLSA applies to the extent that the activities performed in the work

experience constitute employment. There must be a determination whether work experience constitutes training as opposed to employment. Please contact a Certified Public Accountant for more information.

To be in compliance with the prevailing wage and employee compensation rates, all Rivers East WEX will follow the procedures below for WIOA WEX hourly wage rates.

- Career Advisors will meet with the employer to obtain the employer job description for the WEX position. The employer must have the WEX position as a standard position, which they hire for on a regular basis.
- The employer will document the hourly wage and required experience for employees in the WEX position on the Prevailing Wage Form.
 - If the employer documents required education and/or experience for the WEX position, the WIOA participant must have that education and/or experience to participate in the WEX and earn the "entry level" prevailing wage. If the employer documents in writing that they will "waive" the education and/or experience requirement for the purpose of the WEX, the WIOA participant can earn the "entry level" wage, but no more than entry level.
 - At no time should the WIOA participant earn more than the "entry level" wage, if education/experience is waived.
- The WIOA Career Advisor will obtain a resume or documented work experience for the WIOA participant.
- The participant must be compensated at the same wage as other employees who are in similar occupations by the same employer and who have similar training, experience, and skills. Participant cannot receive a higher wage or lower wage as an employee in the same position.
- Wage increases must match employer's wage increase policy (as noted on the Prevailing Wage Form). For example, if the employer gives a dollar an hour wage increase after 90 days, the participant can receive this wage increase with a satisfactory evaluation. This information must be documented in case notes.

For employers that do not have a standard job description or the position will be a lower position (such as a helper/assistant), Career Advisor must follow the procedure below in determine the prevailing wage.

Lower position example: The employer has a job description for a maintenance position. The WEX position will be for a maintenance helper. The employer does not have a job description for a maintenance helper.

- The WIOA Career Advisor will obtain the job description/job duties and wage information for the position from the employer (maintenance position).
- The WIOA Career Advisor will obtain a resume or documented work experience/history for the WIOA participant.
- All documentation will be emailed to the Local Area's Strategic Initiatives Coordinator.
- The Strategic Initiatives Coordinator will review all the documentation and calculate the prevailing wage and return the local area approved Work Experience Wage Analysis Worksheet to the Career Advisor.
- The prevailing wage rate documentation must be scanned into NCWorks and the prevailing wage justification documented in case notes.

Work Plan

The Career Advisor will complete the Work Plan paying special attention to the Previous Job Skills obtained from the participant's resume or Work History Form. The Work Plan will contain occupationally specific tasks that the employer requires for competency in the WEX occupation. An analysis of the participant's prior work history, transferrable work skills, and the job skills gained must be compared to the job skills/job description the employer requires in the WEX occupation. If the employer did not provide a job description, then the ONET description should be used to do this analysis. The resulting gap in skills will be the basis for the development of the WEX and would be listed under the "Tasks to Obtain". If the participant already possesses a skill set, it should not be listed on the "skills to obtain" list.

It is imperative that the Career Advisor work with the employer and select job "tasks" from the employer job description that will help the participant learn skills to move towards their chosen career pathway. Essential skills such as time management, communication skills, listening skills, etc., should be taught in work readiness classes and not be included on the Work Plan.

Service Providers may use assessments to help determine what "tasks" will be selected for the WEX. If assessments are used, Career Advisors need to document in case notes and on the

IEP/ISS.

The intent of the work experience is to provide the participant with an opportunity to gain additional skills needed for future unsubsidized employment.

Worksite Agreement

There must be a WEX Worksite Agreement between the service provider and the employer that articulates the learning that is to take place, the length of the WEX, and the academic and/or occupational competencies to be obtained. The Worksite Agreement must be completed and signed **by all parties** prior to the start of the WEX. The service provider will use the Rivers East standardized Worksite Agreement.

If the WEX Agreement is with a corporation and they would like to make changes to the Agreement, all changes must be approved by the Local Area prior to the Agreement being signed. *In addition, Career Advisors need to ensure the person signing as "signing authority" for the Corporation, as the Agreements are legally binding documents.*

The purpose of the Agreement is to establish a formal training relationship with a worksite, to specify the responsibilities of each party to the agreement, and to provide a successful, enriching WEX job experience for the WIOA participant. A signed original of the Worksite Agreement should be on file at the worksite (in the Worksite Folder) and scanned into NCWorks. The provider should scan all WEX documents into NCWorks and maintain detailed case notes in NCWorks.

Additionally, the service provider must provide documentation that the employer and the participant received WEX Orientation by reviewing the Participant and Supervisor Handbook and uploading the signature page into NCWorks.

Employer Retention Rates:

While formal retention rates will not be tracked on work experiences offered, it is the expectation that the Service Provider will utilize the evaluations to determine if participants are gaining the

necessary skills needed to progress towards their chosen careers. If evaluations document that multiple participants are not progressing, service providers should investigate and determine if the worksite should continue to be used and the Local Area needs to be notified.

Timesheets

The Career Advisor will deliver participant timesheets to the worksite supervisor with the information on the upper portion completed. The timesheet is the official record determining the pay for the participant. It is the responsibility of the Career Advisor to ensure that the participants at the worksite correctly report all time worked.

Participants must sign the timesheet in **black or blue** ink at the end of each day and at the end of each pay period. **Any change on a timesheet must be marked through and initialed by the participant and supervisor. Do not allow participants to sign out for the day until the end of the day. You are not to pre-sign timesheets. Under no circumstances should whiteout be used on timesheets.** Messy timesheets or those with obvious whiteout will not be considered for reimbursement. **It is the responsibility of the Career Advisor AND the Program Supervisor to review the timesheet thoroughly before approving for payment.**

Each participant will enter the actual hours worked, but the supervisor **must** verify hours reported **before** the form is signed by the supervisor.

In the event the participant hours need to be rounded; hours should be rounded to the nearest “**quarter**” hour. For example, if the participant records 5.20 hours; that should be rounded up to 5.25 hours. If the participant records 5.60 hours; that should be rounded down to 5.5 hours. All time should be recorded by the quarter hour and rounded as needed (i.e. 15 minutes = .25).

Evaluations

Periodic evaluation of the participant’s learning and attainment of skills during the work experience is required, at a minimum, at the mid-point and completion of the WEX. Career

Advisors will use the Local Area WEX Evaluation Form. When possible, it is strongly encouraged that the WEX and its associated training components be directly tied to the attainment of a credential and documented in the IEP/ISS.

Tasks from the Work Plan will be measured based on demonstrated performance at the worksite. **The Career Advisor should review the mid-point evaluation to determine the need for the WEX to continue.** For example, if the participant has "mastered" all the job tasks by the Mid-point evaluation, the WEX should be ended or additional job tasks added to the WEX Work Plan. If the participant has mastered the majority of the job tasks; a detailed case note needs to be added to justify the continuation of the WEX and/or additional job tasks added to the WEX Work Plan.

The same holds true if the Career Advisor sees a job task marked as unsatisfactory; there should be a detailed case note explaining what assistance we provided the participant to assist with improving in that task. The Evaluation should be reviewed and discussed with the participant. The Form must be signed by the Supervisor, Participant, and the Career Advisor and scanned into NCWorks.

If for some reason the WEX ends early or is terminated before a mid-point evaluation is completed, a final evaluation is required to be completed. Career Advisors should document in NCWorks why the WEX ended/terminated and what steps/programs were offered to the participant to ensure they continue to make progress.

Worksite Folder and Monitoring

Once all paperwork is complete, a Worksite Folder should be created. The Folder should contain the following: Worksite Information and Monitoring Form, Original Work Site Agreement, Original Work Plan and Job Description, Work Experience Evaluation Form, the initial Timesheet, Emergency Contact Form, Permission to Transport Form (if participant is under the age of 18), and the Folder Checklist. The Worksite Folder is to remain at the worksite as long as the participant is working.

It is the responsibility of the Career Advisor to monitor the participant and the worksite monthly. This can be done as timesheets are picked up or as an unscheduled visit. The Career Advisor should complete the Monitoring Section of the Worksite Information and Monitoring Form. The

Career Advisor will enter a detailed case note in NCWorks, documenting the visit and outcome of the monitoring.

At the completion of the WEX, the Career Advisor must collect the Worksite Folder, ensure all documentation has been scanned into NCWorks Online, case note as such, and shred all contents within five (5) business days of the WEX end date.

Workforce Innovation and Opportunity Act (WIOA) WORK EXPERIENCE WORKSITE AGREEMENT

This establishes an agreement between _____
(WIOA Service Provider)

and _____. (Please Select) ☐ Public ☐ Non-Profit ☐ Private for Profit
(Name of Worksite Agency)

herein after referred to as "Worksite" to provide subsidized or unsubsidized internship/work experience to eligible individuals participating in the Rivers East Workforce Development Board's Work Experience Program authorized and funded under the Workforce Innovation and Opportunity Act (WIOA). The WIOA Service 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 _____ and terminate no
later than _____.

This Worksite Agreement provides the following assurances:

1. Only those participants referred to and declared eligible by the WIOA Service Provider as work experience participants will participate under this agreement.
2. Participants will be informed of the supervisor's name, role and responsibilities. WIOA participants will relay any problems that might arise to their appropriate worksite 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 the worksite supervisor may recommend termination or transfer of the participant if the situation or problem is not resolved.
3. 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.
4. 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.
5. 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.
6. 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

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specified number of hours each day as described in this agreement. No one else is allowed to sign a participant in or out.

7. All requirements and regulations governing the WIOA program will be upheld.
8. This agreement will be maintained at the worksite and available for review by federal, state and Rivers East Workforce Development Board representatives.

All Worksites Agree to:

1. 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.
2. Have a contingency plan for inclement weather when the regular worksite is designated as out-of-doors.
3. Provide adequate full-time supervision of each WIOA participant by qualified supervisors. When the regular worksite supervisor is unavailable, an alternate supervisor will be designated.
4. Provide sufficient equipment and/or materials provided to carry out work assignments.
5. Provide sufficient, meaningful work to keep WIOA participants fully occupied during work hours.
6. Provide a safe and sanitary work environment.
7. Oversee the maintenance and certify as accurate, records of participant's time and attendance.
8. Notify the WIOA Service Provider within 24 hours of any accidents, special situations or unusual occurrences.
9. Evaluate each participant as agreed upon and required by the WIOA Service Provider.
10. Provide WIOA participants with appropriate breaks and lunch hour.

The WIOA Service Provider Agrees To:

1. Provide orientation to the work experience participants on program purposes and policies and procedures.
2. Ensure each participant has basic work readiness skills and are ready for work.
3. Provide the worksite with a list of eligible participants who are available to work.
4. Provide the worksite with instructions and procedure forms as may be required.
5. Assure that the immediate worksite supervisor and their alternates will receive orientation as to their duties and responsibilities.
6. Notify worksite in case of any change in any participant's status and availability to work.
7. Provide labor market information, career exposure activities, counseling and supportive services to the participants as determined to enhance the program for the participant.
8. Pay participant(s) the prevailing wage as set forth by the Rivers East Workforce Development Board Policy.
9. Obtain and maintain worker's compensation insurance to cover all WIOA participants engaged in internship or work experience at the worksite.

DRUG FREE WORKPLACE:

The worksite and the WIOA Service Provider shall maintain a policy of a drug free workplace. All enrollees shall sign a certification during the WIOA application process acknowledging that they understand the WIOA Service Provider's drug free policy and agree to abide by the provisions of that policy.

PROPERTY DAMAGE AND GENERAL LIABILITY:

The Rivers East Workforce Development Board and Mid-East Commission shall not be held liable for any person or property damage.

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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 29 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 Rivers East Local Area staff, NC 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:

Lead Supervisor Name	Lead Supervisor Job Title	Lead Supervisor Phone Number
Alternate Supervisor Name	Alternate Supervisor Job Title	Alternate Supervisor Phone Number

AUTHORIZED SIGNATURES:

WIOA Service Provider/Career Advisor Name <i>(Printed)</i>	Worksite Authorized Person Name <i>(Printed)</i>
WIOA Service Provider/Career Advisor Authorized Signature	Worksite Authorized Person Signature*
Date Signed:	Date Signed:
Mailing Address:	Mailing Address:
Main Telephone Number:	Main Telephone Number:
Email:	Email:
Cell Number (if applicable):	Cell Number (if applicable):

**If a corporate worksite, you must be authorized to sign a legally binding document on behalf of the Corporation*

WIOA Service Provider Program Manager Signature/Approval and Date**

*** WIOA Program Manager; when you sign above, you are indicating that you have reviewed the NCWorks file for compliance and all required documents are in place and the participant is eligible to begin the WEX.*

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Physical Address of Actual Worksite if Different From Worksite Listed Above:

Worksite Name:	
Physical Address:	
Telephone Number:	

WIOA Work Experience Participant Assigned:

#	Participant's Name	Age	Job Title	Telephone #	Start Date	End Date
1						
2						

Out of Doors Worksite

If this is an out-of-doors worksite, the following rainy-day activities will be conducted:

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MODIFICATION

The Work Experience Worksite Agreement may require changes for which a modification is necessary. Reasons for a modification include but are not limited to:

- To extend the end date of training due to illness or equipment failures at the place of business.
- To correct errors in the original job description.
- Cancellation.
- To extend the end date in order to ensure satisfactory skill attainment.
- Other (please explain): _____

The Worksite and the WIOA Service Provider agree that this Work Site Agreement shall be modified as stated:

Except as hereby modified, all other terms and conditions of this Work Site Agreement remain unchanged and in full force and effect. The effective date of this modification is _____. The Worksite and the WIOA Service Provider mutually agree to abide by the terms and conditions stated and do hereby execute this modification in keeping with our respective authority.

WIOA Career Advisor Printed Name

WIOA Career Advisor Signature

Date Signed

Worksite Authorized Person Printed Name

Worksite Authorized Person Signature

Date Signed

WIOA Program Manager Printed Name

WIOA Program Manager Signature

Date Signed

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Work Experience Work Plan

Employer Information				
Trainee Name:		Classroom Training/Credentials:		
WEX Job Title:		Attach Job Description: Employer <input type="checkbox"/> ONET <input type="checkbox"/>	Start Date	End Date
Workdays: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su		Work Hours:	Max hours to be worked each week:	
Starting Hourly Wage:	Ending Hourly Wage:	Max Worksite Hours:	Max Allowed for PY:	
Worksite Name:		Worksite Address:	Telephone No:	
Supervisor Name:		Supervisor Title:	Number if different from above:	
Pay Schedule: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly		Ratio of Trainees to Supervisor:	Supervisor email:	
List all previous job work experience job titles:				

Comparison of job skills	
Previous job tasks/skills obtained (attach resume)	Job Tasks participant will obtain from WEX (from employer job description or ONET job description)

Signature and Date of WIOA Career Advisor

Signature and Date of Employer/Supervisor

Packet should include: ☐ Employer Job Description or ☐ ONET Job Description
☐ Participant Resume or ☐ Work History Form
☐ Prevailing Wage Form or ☐ Wage Analysis Form

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 Committed Equal Opportunity Employer/Programs

Revised January 2020/July 2021/August 17, 2022/Revised May 2023

WEX WORK PLAN MODIFICATION

The WEX Work Plan may require changes for which a modification is necessary. Reasons for a modification include but are not limited to:

- To extend the end date of training (justification should be noted below).
- To correct errors in the original job skills to obtain column; based on an updated job description.
- Cancellation of the WEX.
- Update in hours, hourly wage, and/or update to allotted hours on the worksite.
- To extend the end date in order to ensure satisfactory skill attainment.
- Other (please explain): _____

The Worksite and the WIOA Service Provider agree that this WEX Work Plan shall be modified as stated below:

Except as hereby modified, all other terms and conditions of this WEX Work Plan remain unchanged and in full force and effect. The effective date of this modification is _____. The Worksite and the WIOA Service Provider mutually agree to abide by the terms and conditions stated and do hereby execute this modification in keeping with our respective authority.

WIOA Career Advisor Printed Name

WIOA Career Advisor Signature

Date Signed

Worksite Authorized Person Printed Name

Worksite Authorized Person Signature

Date Signed

WIOA Program Manager Printed Name

WIOA Program Manager Signature

Date Signed

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Participant Last Name _____

Participant First Name _____

State ID # _____

Begin Date: _____

End Date: _____

Worksite: _____

DAY	DATE	IN	OUT	IN	OUT	HOURS WORKED	PARTICIPANT SIGNATURE
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

HOURLY RATE: _____

TOTAL HOURS WORKED DURING PAY PERIOD _____

PARTICIPANT CERTIFICATION: I certify that the above is a true statement of my hours worked for the pay period indicated.

Participant's Signature

Date

WORKSITE SUPERVISOR: I have reviewed the Participant timesheet and concur that the above named participant actually worked for the number of hours for the pay period indicated.

Worksite Supervisor's Signature

Date

WIOA STAFF CERTIFICATION: I have reviewed the Work Experience Participant timesheet and conclude that the hours and totals for the pay period indicated are correct.

WIOA Career Advisor Signature

Date

WIOA Program Manager Signature

Date

Rivers East Workforce Development Board

Work Experience (WEX) Trainee Evaluation

Trainee Name: _____ Supervisor Name: _____

Section 1: Evaluation

JOB TASKS FROM PARTICIPANT'S WORK PLAN	MIDPOINT EVALUATION OF TASKS	MIDPOINT EVALUATION DATE	FINAL EVALUATION OF TASKS	FINAL EVALUATION DATE
	Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>		Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>	
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Section 2: Authorized Signatures

Midpoint Evaluation

<i>I hereby certify that the above information is accurate.</i>	
TRAINEE SIGNATURE:	DATE:
WORKSITE SUPERVISOR SIGNATURE:	DATE:
WIOA CAREER ADVISOR SIGNATURE:	DATE:
PROGRAM MANAGER SIGNATURE:	DATE:

Final Evaluation

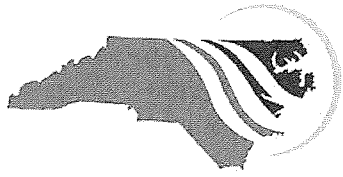
<i>I hereby certify that the above information is accurate.</i>	
TRAINEE SIGNATURE:	DATE:
WORKSITE SUPERVISOR SIGNATURE:	DATE:
WIOA CAREER ADVISOR SIGNATURE:	DATE:
PROGRAM MANAGER SIGNATURE:	DATE:

Section 3: Comments (please explain any unsatisfactory evaluation items)

Auxiliary aids and services are available upon request to individuals with disabilities.

Committed Equal Opportunity Employer/Programs

Revised January 2020/Revised August 1, 2022



Rivers East
WORKFORCE DEVELOPMENT BOARD

WORKFORCE INNOVATION AND OPPORTUNITY ACT

WORK EXPERIENCE PROGRAM HANDBOOK FOR PARTICIPANTS AND SUPERVISORS

ADULT, DISLOCATED WORKER AND YOUTH

Service Provider: _____

Address: _____

Telephone: _____

Equal Opportunity Employer/Program.
Auxiliary aids and services available upon request to individuals with disabilities.

PARTICIPANT AND SUPERVISOR WORKSITE HANDBOOK

WORK EXPERIENCE COMPONENT WORKFORCE INNOVATION AND OPPORTUNITY ACT

Welcome to the Rivers East Workforce Development Board's Work Experience Program. The work experience program is designed to assist our participants with employment opportunities, which will give them valuable, work experience, income and make them more self-sufficient.

The purpose of this Handbook is to acquaint you with the requirements of the work experience program. Becoming familiar with the contents of this handbook and keeping it accessible during the program will help you, should questions arise.

The Rivers East work experience component is operated by _____, under a plan developed by the Rivers East Workforce Investment Consortium (Mid-East Commission/Administrative Entity).

You should read this handbook thoroughly during your orientation and become familiar with its contents. If you have any questions, feel free to ask your Career Advisor.

OBJECTIVES

The purpose of the work experience program is to provide participants with short-term work to help them develop good work habits and basic work skills. Through experience gained in a realistic work situation, participants will not only develop new skills and explore career choices, but will learn to compete successfully in the labor market. Participants in the program may have never worked before or may have not worked for an extended period of time.

ORIENTATION

Each participant and supervisor will receive orientation prior to reporting to the Rivers East work experience program work site. The orientation provided by WIOA Career Advisor includes an explanation of the code of conduct, the role of the Career Advisor, expectations of the worksite supervisor, infractions that will bring about termination from the work experience program and other general program information.

CONTACTS

Beaufort County Beaufort County NCWorks Career Center 1502 N. Market Street Washington, NC 27889 (252) 940-0900	Martin County Campus of Martin Community College 1161 Kehukee Park Road, Building 1 Williamston, NC 27982 (252) 792-7816
Bertie County Martin Community College – Bertie Campus 409 Granville Street Windsor, NC (252) 794-4861 x125	Hertford County Roanoke-Chowan Community College Campus 109 Community College Road Jernigan Building B Ahoskie, NC 252-862-1257
Pitt County Pitt County NCWorks Career Center 3101 Bismarck Street Greenville, NC 27834 (252) 355-9067	

SUPERVISION

As a worksite supervisor, your contribution is critical to the success of the program. Please do not hesitate to direct questions to the WIOA Career Advisor. No participant will be allowed to begin work without prior verification by the WIOA Career Advisor.

Orientation by the worksite is regarded as a compensable activity from the participant's point of view and the time should be reported on the first timesheet. The following are important areas that should be covered in a short orientation session once the participant(s) report to work:

- welcome participant(s);
- explain the rules and let them know that is expected of them;
- discuss safety rules and explain the need for safe working habits;
- encourage questions; and
- show participants where rules and regulations are posted.

Participants may be terminated or suspended from work experience for any of the following:

- failure to be on time;
- unexcused absences;
- failure to do the job;
- dishonesty;
- disrespect;
- falsification of information on timesheets or other forms;

- endangering the lives of co-workers or themselves;
- stealing or receiving stolen property while on the job;
- using, selling, or receiving any form of narcotics, drugs, or other substances;
- alcoholic beverages on the job;
- reporting to work under the influence of alcohol, drugs or other substances; and/or
- immoral behavior during work hours.

Note: Be sure to review work hours and let participants know what is expected with regard to lunch breaks and other normal break periods. WIOA participants should be provided the same lunch and break schedule as other employees.

PAYROLL PROCESS

Participants' checks ***should be mailed/direct deposited or delivered*** as set forth in the timesheet/payroll schedule provided by the WIOA Service Provider. Rivers East work experience participants will be paid at a specified rate and paid only for the hours worked. Total weekly hours worked cannot exceed 29 hours. This includes a total of work hours only. Participants will not be paid for holidays or other absences. It is the responsibility of the participant to notify their Career Advisor of any address changes.

TIMESHEETS

The Career Advisor will deliver participant timesheets to the worksite supervisor with the information on the upper portion completed. The timesheet is the official record determining the pay for the participant. It is your responsibility to ensure that the participants at the worksite correctly report all time worked. Participants must sign the timesheet in black or blue ink at the end of each day and at the end of each pay period. Any change on a timesheet must be marked through and initialed by the participant and supervisor. Do not allow participants to sign out for the day until the end of the day. You are not to pre-sign timesheets. Under no circumstances should whiteout be used on timesheets. Messy timesheets or those with obvious whiteout will not be considered for reimbursement. It is the responsibility of the Career Advisor and the Program Supervisor to review the timesheet thoroughly before approving for payment.

Each participant will enter the actual hours worked, but the supervisor must verify hours reported before the supervisor signs the form. In the event the participant hours needs to be rounded, hours should be rounded up to the nearest "quarter" hour. For example, if the participant records 5.20 hours; that can be rounded to 5.25 hours. If the participant records 5.60 hours; that can be rounded to 5.75 hours.

Please make sure the timesheet is complete, signed, and ready to be picked up by the WIOA Career Advisor. If the timesheet is completed incorrectly or is not submitted as scheduled, the participant will not receive his/her check on time. You will be given a payroll schedule which outlines the beginning and ending dates of pay periods, the date the timesheets will be picked up for processing, and the date checks will be mailed. Keep this pay schedule in a convenient location.

PREVAILING WAGE

Individuals participating in a work experience opportunity must be compensated at the same rates, including periodic increases, as participants, or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. The rates may not be lower than the higher of the federal or state minimum wage. Career Advisors must follow the Prevailing Wage Policy when working with the employer to establish this wage.

TRANSFER

A participant will be considered for transfer whenever there is a conflict with the job site supervisor, co-workers, and/or other participants that cannot be resolved. However, every effort will be made to resolve the conflict without necessitating such action.

EVALUATION

Participants will be evaluated periodically during the program. The Local Area requires at a minimum, a mid-point and final evaluation. Work skills, from the Work Plan, will be measured based on demonstrated performance at the worksite. As a Worksite Supervisor, you will be required to complete an evaluation on each participant under the work experience program. The Evaluation should be reviewed and discussed with the participant and Career Advisor. The Form should be signed by the Supervisor, Participant, and the Career Advisor. A sample form is on page 8.

SAFETY RULES/REGULATIONS

It is the responsibility of each worksite agency/organization to discuss safety rules and regulations with each participant. It is the responsibility of the agency to ensure OSHA compliance. Each participant must be made aware of the proper safety procedures in case of a fire, injury, or other emergencies.

WORKER'S COMPENSATION

If an accident occurs on the job, Worker's Compensation Insurance provided by the WIOA Service Provider covers the participant. The person noted on the Rivers East WIOA Emergency Contact Form should be contacted immediately as well as the WIOA Career Advisor. Please provide the WIOA Career Advisor all the details regarding the accident as well as if the participant was transported to a local hospital.

HATCH ACT/POLITICAL ACTIVITY

Persons in a federally funded grant-aid program are covered under the Hatch Act. Participants will sign a Hatch Act Form during their orientation stating they will not participate in any political activities while enrolled in the WIOA Youth Program.

RELIGIOUS ACTIVITY

No participants in this federally funded program may be involved in religious instruction or activities while on the job.

NEPOTISM

Participants cannot report directly to family members while enrolled and participating in a work experience.

WORKSITE AGREEMENT

The Rivers East Workforce Development Board Worksite Agreement explains the requirements and limitations for the worksite and the WIOA Service Provider. The job description must be reviewed to inform the participant of assigned job duties and responsibilities. All worksites agree to:

1. 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.
2. Have a contingency plan for inclement weather when the regular Worksite is designated as out-of-doors.
3. Provide adequate full-time supervision of each WIOA participant by qualified supervisors. When the regular Worksite Supervisor is unavailable, an alternate supervisor will be designated.
4. Provide sufficient equipment and/or materials provided to carry out work assignments.
5. Provide sufficient, meaningful work to keep WIOA participants fully occupied during work hours.
6. Provide a safe and sanitary work environment.
7. Oversee the maintenance and certify as accurate, records of participant's time and attendance.
8. Notify the WIOA Service Provider within 24 hours of any accidents, special situations or unusual occurrences.
9. Evaluate each participant as agreed upon and required by the WIOA Career Advisor.
10. Provide participants with appropriate breaks and lunch hour.

EQUAL OPPORTUNITY

Participants are provided information on their rights under Equal Opportunity at enrollment.

FORMS INCLUDED with HANDBOOK

- Timesheet and Evaluation Form, all participants utilize the same forms



Work Experience Training Timesheet



Participant Last Name _____

Participant First Name _____

State ID # _____

Begin Date: _____

End Date: _____

Worksite: _____

DAY	DATE	IN	OUT	IN	OUT	HOURS WORKED	PARTICIPANT SIGNATURE
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

HOURLY RATE: _____

TOTAL HOURS WORKED DURING PAY PERIOD _____

PARTICIPANT CERTIFICATION: I certify that the above is a true statement of my hours worked for the pay period indicated.

Participant's Signature

Date

WORKSITE SUPERVISOR: I have reviewed the Participant timesheet and concur that the above named participant actually worked for the number of hours for the pay period indicated.

Worksite Supervisor's Signature

Date

WIOA STAFF CERTIFICATION: I have reviewed the Work Experience Participant timesheet and conclude that the hours and totals for the pay period indicated are correct.

WIOA Career Advisor Signature

Date

WIOA Program Manager Signature

Date

Rivers East Workforce Development Board
Work Experience (WEX) Participant Evaluation

Participant Name: _____ Supervisor Name: _____

Section 1: Evaluation

JOB TASKS FROM PARTICIPANT'S WORK PLAN	MIDPOINT EVALUATION OF TASKS	MIDPOINT EVALUATION DATE	FINAL EVALUATION OF TASKS	FINAL EVALUATION DATE
	Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>		Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>	
	Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>		Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>	
	Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>		Mastered objective <input type="checkbox"/> Satisfactory progress <input type="checkbox"/> Unsatisfactory progress <input type="checkbox"/>	
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Section 2: Authorized Signatures

Midpoint Evaluation

<i>I hereby certify that the above information is accurate.</i>	
TRAINEE SIGNATURE:	DATE:
WORKSITE SUPERVISOR SIGNATURE:	DATE:
WIOA CAREER ADVISOR SIGNATURE:	DATE:
PROGRAM MANAGER SIGNATURE:	DATE:

Final Evaluation

<i>I hereby certify that the above information is accurate.</i>	
TRAINEE SIGNATURE:	DATE:
WORKSITE SUPERVISOR SIGNATURE:	DATE:
WIOA CAREER ADVISOR SIGNATURE:	DATE:
PROGRAM MANAGER SIGNATURE:	DATE:

Section 3: Comments (please explain any unsatisfactory evaluation items)

Participant and Supervisor Orientation Signature Page

I attest that I have attended a WIOA Work Experience Supervisor Orientation and have received information on the policies, procedures, forms and requirements of the WIOA Work Experience component. I have received a copy of the Participant and Supervisor Handbook and will retain a copy of my reference.

Lead Supervisor Signature, Job Title and Date

Alternate Supervisor Signature, Job Title and Date

I attest that I have attended a WIOA Work Experience Participant Orientation and have received information on the policies, procedures, forms and requirements of the WIOA Work Experience component. I have received a copy of the Participant and Supervisor Handbook and will retain a copy of my reference.

Participant Signature and Date

I attest that I provided both the participant and the supervisor with a WIOA Work Experience Orientation and have reviewed information on the policies, procedures, forms and requirements of the WIOA Work Experience component. I have provided each a copy of the Participant and Supervisor Handbook and will maintain the original signed copy.

WIOA Career Advisor Signature and Date

Worksite Name: _____

Dates of Training: _____

Training Location: _____

Signature page MUST be scanned into NCWorks Online.

Employer Prevailing Wage Rate

Employer Name: _____

WEX Job Title: _____

Employer's Job Title: _____

Program:

☐ Adult

☐ DW

☐ Youth

Employer Hourly Wage Rate		
Entry Level: \$	Median: \$	Advanced: \$
Education required for the position:		
Wage increase award periods & rates:		
Experience required:		

- Make sure to attach employer job description for the WEX position/title listed above. If the employer does not have a job description and no one in the position currently, refer back to the Policy on how the prevailing wage should be calculated

By signing this document, I agree the information provided is a true and accurate representation of the job to be performed and applicable wage rate.

Employer signature: _____

Date: _____

Career Advisor Signature: _____

Date: _____

Auxiliary aids and services are available upon request to individuals with disabilities.
Committed Equal Opportunity Employer/Programs



Rivers East
WORKFORCE DEVELOPMENT BOARD

Rivers East Workforce Development Board

WORK EXPERIENCE WAGE ANALYSIS WORKSHEET

Please complete all boxes. If information is missing, the Wage Analysis will not be completed and the form will be returned to the referral source.

TRAINEE NAME:		PROPOSED JOB TITLE:	
TARGET O*NET CODE:	JOB TITLE OF WEX LEAD / SUPERVISOR:	CONTACT PHONE NUMBER AND EMAIL:	
COMPANY ENTRY LEVEL WAGE FOR LEAD POSITION/CLOSEST RELATED OCCUPATION:	ATTACH PARTICIPANT RESUME OR COMPLETED WORK HISTORY FORM		
	ATTACH CLOSEST RELATED EMPLOYER JOB DESCRIPTION OR ONET JOB DESCRIPTION		

A Prevailing Wage Rate Analysis was performed by using EMSI's economic modeling tool to research the local wage rate. Additional information related to the employers hiring entry wage was obtained to ensure the Work Experience offering aligns with federal, state, and local-area policies that require employers to offer the federal minimum wage. The O*Net Online website was used to research the tasks associated with the work experience opportunity and to write a job description that describes the employer expectations on the job. Using the aforementioned resources the client qualifies for an entry wage of _____ dollars for the Work Experience (WEX) contract based on their current education and employment level.

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WORKFORCE INNOVATION AND OPPORTUNITY ACT

Permission to Transport Participant

I, _____, agree to allow the NCWorks NextGen
(Print name of Parent or Legal Guardian)

Youth Program, sponsored by the Rivers East Workforce Development Board and operated by
_____ to transport

_____ (print name of participant) to and from events
or activities, to participate with the participants of our local program. I acknowledge that
NCWorks NextGen and its representative(s) will strive to provide for the safety of the participant,
but in the event of an accident or other incident, by my signature below, I agree to allow the
participant to receive any necessary immediate medical treatment with the understanding that I
will be contacted as soon as possible.

Signature of Parent or Legal Guardian

Date

Signature of WIOA Career Advisor

Date

Emergency Contact Information:

Primary: _____
Name Relationship Number

Secondary: _____
Name Relationship Number

Any allergies or other medical conditions: _____

WORKFORCE INNOVATION AND OPPORTUNITY ACT
EMERGENCY CONTACT FORM

CUSTOMER NAME: _____

PHONE NUMBER: _____

PERSONS TO NOTIFY IN CASE OF EMERGENCY:

Primary:

NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

PHONE NUMBER: _____

Alternative:

NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

PHONE NUMBER: _____

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Committed Equal Opportunity Employer/Programs

Name of Worksite: _____ # of Part. _____

Address: _____ Site Phone # _____

Worksite Supervisor: _____

Career Advisor: _____ Career Advisor # _____

Participant Name: _____

Job Title: _____

[illegible]

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Committed Equal Opportunity Employer/Programs