



## Operational Guidance 07-2024 – Work Based Learning

This guide is to provide guidance on Work Experience (WEX) and On-The-Job Training (OJT). While comprehensive, please recognize that it may not encompass every aspect. It remains the responsibility of the program operator and staff to thoroughly review all relevant policies to ensure proper documentation and allowable expenditures.

Steps that should be followed when sponsoring work-based learning:

- Work Experience
  - Make sure the worksite matches the participants chosen career field, or fields for youth
  - Orientation is held and signature page scanned into NCWorks
  - Participant cannot start work until all paperwork is in (Worksite Agreement and Work Plan, with supporting documentation)
  - Evaluations are required, even if the WEX ends early
  - No white out on timesheets and all changes must be initialed and dated
  - Employer service should be recorded
  - Record the appropriate activity
    - Projected and actual begin dates and projected end date should match the Work Plan
    - Actual end date should match the last time sheet
  - All case notes entered
  - Hours are based on job descriptions
  - Evaluations of satisfactory or above should be documented and recorded as MSG
  - Recorded on IEP
  - Participants must sign their timesheets daily using their signed first name and last name (not just initialed). Timesheets should not be pre-dated or electronically signed.
  
- On-the-Job Training
  - Pre-Award; make sure the Worker's Comp information is recorded and up to date
  - Skills Gap must be calculated by the Local Area prior to any additional paperwork being completed
  - Participant cannot start work until all paperwork is in place (Employer Agreement and Training Plan)
  - Must be full-time, permanent
  - Minimum hourly wage of \$9.25 but should align with employer's established pay rate for that position
  - Three evaluations are required, along with monthly contact and an OJT Monitoring Tool
  - Evaluations of satisfactory or above should be documented and recorded as MSG
  - Recorded on IEP
  - Recorded the appropriate activity
    - Projected and actual begin dates and projected end date should match the Work Plan
    - Actual end date should match the last time sheet
  - Employer service should be recorded
  - OJT initial case note (paragraph from the Skills Gap Worksheet)
  - Invoice
    - Pay stubs or pay register
    - Timecards or electronic printout

- Cannot pay for holiday, sick leave, PTO, etc.
- Can reimburse for overtime, but at the regular rate

**Applicable Policies, TEGLs, and other Documents:**

<http://riiverseastwdb.org/wp-content/uploads/2023/05/2021-36-WEX-for-all-participants.pdf>

<http://riiverseastwdb.org/wp-content/uploads/2022/05/OJT-Policy-Update.pdf>

<http://riiverseastwdb.org/wp-content/uploads/2023/06/2021-09-ss.pdf>

<http://riiverseastwdb.org/wp-content/uploads/PY21PolicyUpdates/Activity-codes-Definitions.pdf>

<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%2021-22/TEGL%2021-22.pdf>

<https://www.commerce.nc.gov/workforce-innovation-and-opportunity-act-wioa-tegl-adult-and-dw/open>