

**PURPOSE.**

The Southwest Wisconsin Workforce Development Board (SWWDB) provide classroom and work-based training options to eligible participants and employers. WIOA requires the local public workforce system to identify and promote evidence based strategies for meeting the needs of jobseekers facing barriers to employment. Transitional Jobs (TJ) is one such evidence-based strategy for helping to meet this requirement. Under WIOA, local Workforce Investment Boards can leverage up to 10 percent of Title I Adult and Dislocated Worker funds to implement Transitional Jobs programs for jobseekers who face barriers to employment and who are at-risk of or experiencing chronic unemployment.

**BACKGROUND.**

WIOA statute defines Transitional Jobs as time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.

Transitional Jobs are combined with comprehensive career services and supportive services and are designed to assist the individuals in establishing a work history that will show success in the workplace and develop the skills that lead to entry into and retention in unsubsidized employment.

Eligible participants will be paid at the same entry-level rate paid to trainees or employees in the same or similar positions at the worksite. Transitional Jobs arrangements must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than (25) hours of work per week. Transitional Jobs will be in positions that are considered "entry-level" and will be coupled with soft-skill, employability and/or occupational skills training whenever ever possible.

**General WIOA Transitional Jobs Requirements**

- 1) Transitional Jobs must be combined with comprehensive career services and supportive services.
- 2) Work-based training opportunities must be identified as an appropriate activity for program participants on the IEP or ISS.
- 3) IEPs or ISSs and/or case notes will specify goals of the Work-Based Training activity by:
  - a. Identifying purpose of the activity and
  - b. Outcomes expected.
- 4) Transitional Jobs placements should contribute to the occupational development and upward mobility of the participant.
- 5) Per WIOA regulations (20 CFR 683.200(g)), "no individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual." For the purpose of this policy, the term "immediate family" includes a spouse, child, son-in-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

**Transitional Jobs Provider Requirements**

With assistance from SWWDB Business Services staff, participating employers must guarantee that:



- 1) The training to be provided will be in accordance with all Federal, State and Local wage and hour laws and regulations.
- 2) The host site agrees to cooperate with monitoring efforts as required by WIOA legislation and adhere to all other applicable local, state and federal rules and regulations.
- 3) Funds are not used to directly or indirectly assist, promote or deter union organizing.
- 4) The employer agrees to respond to SWWDB staff requests for wage and retention information of participants.
- 5) There is no expectation that the employer providing the Transitional Jobs placement will hire the participant permanently.
- 6) If the participating employer(s) has recently relocated, resulting in the loss of employment of any employee of such business at the original location in the U.S., Transitional Jobs placements may not be granted to the employer(s) until after 120 days have passed since the relocation.
- 7) No participant will work in any Transitional Job when the same or substantially equivalent position is vacant due to a hiring freeze.
- 8) The worksite supervisor is expected to provide supervision and training for participants, as well as monitor progress and application of job readiness skills. The ratio of trainee to supervisor will not exceed 5 to 1.
- 9) Transitional Jobs participants are considered trainees. Therefore, staff developing such training opportunities must ensure adequate supervision at the worksites. A supervisor must be on-site at all times during the trainee's work hours.
- 10) The number of Transitional Jobs participant assigned per work site will not be greater than 30% of total employees at the worksite.
- 11) Future Transitional Jobs requests from worksites will be denied if those worksites have not honored the requirements set forth in previous worksite agreements.
- 12) All participants in work experience and Transitional Jobs will be required to participate in job readiness/job search skills activities.
- 13) On-site monitoring of worksites will take place at least monthly.

An employer will NOT be eligible to participate as a WIOA Transitional Jobs placement site if:

- 1) The employer has any other individual on layoff from the same or substantially equivalent position.
- 2) The Transitional Jobs would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their hours.
- 3) The same or a substantially equivalent position is open due to a hiring freeze.
- 4) The employer is a private for-profit employment agency, i.e. temporary employment agency, employee leasing firm or staffing agency.

**REFERENCE(S):**

Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 134(d)(5); 20 CFR §680.830, §680.840, §680.900, §680.150

**Policy Adopted:** March 20, 2017

**Policy Revised:**