

YOUTH WORK EXPERIENCE AND WAGES**Department:** Office of Economic & Workforce Development**Effective Date:** January 1, 2011**Policy/Procedure #:** 117Y**Supersedes:** N/A**Overview**

Providers whose programs are supported by WIA or General Fund may offer paid work experience as part of program activity to increase the work readiness of clients. Clients who are placed in work experience programs will gain real-world experience while increasing the potential to secure unsubsidized employment in a specific sector or industry.

Labor Laws

Clients who participate in work experience programs must be paid in wages that are **no less than the local minimum wage**. Worksites where clients receive their work experience must also adhere to local, state, and federal labor laws. The U.S. Department of Labor and the California Department of Industrial Relations provide requirements on school attendance, wage, allowable working hours, age requirements, restrictions, employer requirements and work permits. Providers are expected to create experiences for their clients that meet all labor law requirements.

Information on state labor laws can be found at:

<http://www.dir.ca.gov/dlse/DLSE-CL.htm>

Information on federal labor laws can be found at:

<http://www.dol.gov/dol/topic/youthlabor/>

Information on local minimum wage requirements can be found at:

<http://www.sfgsa.org/index.aspx?page=411>

Employee Files

Providers who offer work experience opportunities to clients must maintain additional employee documents in the participant case files. These documents verify that the client is authorized to work in the U.S. and has completed the required employee paperwork required by employers. Employee files should include:



- Documents that establish **BOTH** identity and employment authorization **or** one document that establishes identity and one document that establishes employment authorization
- Completed, signed W4 Form
- Completed, signed and verified I-9 Form
- Current work permit for youth under 18 years old
- Emergency contact information
- Copy of timesheets of all pay periods during which the client worked
- Verification that client received paychecks for all pay periods worked
- Performance evaluations
- Worker's Compensation Waiver Form
- Sick leave designation form (for youth working in San Francisco)

Work Experience and Program Outcomes

Work experience funded by WIA or General Fund, or other subsidized employment supported by federal funding, does not qualify as a program outcome. Although youth are receiving wages for employment, work experience is **not** considered attainment of a WIA common measure.

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