

Workforce Alliance of South Central Kansas Adult and Dislocated Worker Transitional Jobs Policy

Transitional jobs are time-limited subsidized work experiences for clients with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs are designed to assist those clients in developing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. Transitional job services shall be combined with comprehensive employment and supportive services.

No more than 10 percent of the Adult and Dislocated Worker funds allocated to the local area may be used for transitional jobs.

LOCAL AREA IV CRITERIA FOR TRANSITIONAL JOBS

- Clients must be unemployed and have at least one barrier to employment to be placed in a transitional job. Barriers to employment include displaced homemakers, low income individuals, Indians, Alaska Natives, and Native Hawaiians, individuals with disabilities, individuals 55 or older, ex-offenders, homeless individuals, English language learners, migrant and seasonal farmworkers, individuals within 2 years of exhausting lifetime eligibility under TANF, single parents, and long-term unemployed individuals.
- In order to be placed in a transitional job, clients must be chronically unemployed or have an inconsistent work history. Chronically unemployed is defined as having been unemployed for 16 weeks or longer or having been unemployed for at least 16 weeks of the past 52 weeks. Inconsistent work history is defined as having held 3 or more jobs in the last 52 weeks.
- Prior to being placed in a transitional job, the client must have received basic and individual career services, including an Individual Employment Plan
- Transitional jobs shall not be used to take the place of unsubsidized part-time or full-time employment
- Clients are limited to no more than 29 hours per week for 4 weeks, a total of 116 hours per transitional job. Clients could have successive transitional jobs but may not exceed 8 weeks or 232 hours per program year.
- Wages must be at a rate which is no less than the highest of one of the following standards: 1) federal minimum wage; 2) state minimum wage. The reimbursement amount for transitional jobs is 100%.
- Clients may be placed at a public, private for profit, or non-profit worksite. There is no expectation that the worksite will hire the client permanently.
- No client may be placed at a worksite if a member of the client's immediate family is directly supervised by or directly supervises that client.
- Clients may not be placed at a worksite to carry out the construction, operation, or maintenance of any part of any facility used for sectarian worship.

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Date: Adopted March 14, 2018

- Clients may not be placed at a worksite to participate in any partisan political activity. This includes but is not limited to lobbying, fund-raising, delivering speeches, assisting political meetings, distributing pamphlets, etc.
- Worksites must not have any other individual on layoff from the same or substantially equivalent positions. No permanent employees shall be displaced by a client participating in a transitional job.
- Worksites must provide a safe and healthy environment and adhere to the provisions of labor laws, all applicable laws, ordinances, codes of State, Federal, and local government as well as any special provisions pertaining to the WIOA regulations.
- The worksite must ensure that a supervisor is on-site and available to direct and oversee the work of the client when the client is present at the worksite. However, the worksite is not the employer of record.
- All supportive services available in the appropriate supportive service policy are available to clients in transitional jobs.
- Any exceptions to this policy must be approved by a committee consisting of at least two WA Senior Staff members.