

## 5330POL Transitional Jobs

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To ensure Olympic Workforce Development Council (OWDC) policy compliance and provide guidance for implementation of Transitional Jobs to serve qualified program participants and employers of the Worksource System within the OWDC three county region.

**1. Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship.**

- Transitional jobs are considered an individualized career service.
- Program supportive services are allowable during and after a transitional job placement.
- A transitional job would only be available for individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history, as determined by the local board.
- Transitional jobs are designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. They should be based on a comprehensive career plan (individual participant employment plan (IPP)).

**2. Offered as a time-limited, wage-paid work experience, transitional jobs are subsidized up to 100 percent.**

**3. Available in the public, private, or non-profit sectors, the Training Provider/Company (TPC) hosting the individuals in the transition position is the Employer of Record.**

- There is no requirement that the TPC retains the individual upon completion of the transitional job, however, job retention is in the ideal outcome.
- The wages and benefits paid for the transitional job must be similar to those paid for other employees performing similar work. Wages must be based on hours worked as recorded on the trainee's time sheet.

**4. Stipulations and allowances for funding a transitional job require alignment with OWDC policy and as approved by the OWDC.**

- May approve for use up to 10 percent of their combined total allocation of adult and dislocated worker funds to support transitional jobs for serving adult and dislocated worker program participants specifically.
- May approve as deemed appropriate, additional funding made available through other federal, state, or private funding sources. Any usage cap or other usage restrictions will be determined based on source of funding and total amount of allocation.
- Funding may not exceed the amount of funds budgeted for transitional jobs in OWDC service contact as allocated in the relative program year.

**5. Recording transitional jobs in the statewide MIS is required.**

- Program staff must document how the transitional job will help the program participant establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and the retention in unsubsidized employment.
- Creation of an Individual Participant Plan must align with the participants occupational goals and how the transitional jobs learned skills will facilitate the individuals career goals.
- A transitional job is considered an individualized career service.

6. **A fully completed and signed Transitional Job agreement (attached), including the participants signature, is required prior to implementation of the transitional job.**
  - The agreement must clearly state all the expectations of all parties.
  - The agreement should clarify the rate of pay and the duration of the experience along with the learning objectives for the program participant.
7. **A Transitional Job relationship may be established for a duration of up to and not to exceed one year as determined applicable to the degree of barriers to employment, and additional factor's which should play a part in the decision-making process, as relevant to include:**
  - The type of employers to be served as transitional job sites, their needs and the time needed to establish an applicable work history.
  - Level of current Job Skills upon entry and the level needed to generate a positive outcome.
  - The need and type of program support and or access to career and supportive services that will be needed during the transitional job relationship.
8. **Upon completion of the Transitional Job term, the individual will continue to work with their case manager to fulfill their IPP that leads to entry and retention in unsubsidized employment.**
  - Follow-up services are required to be offered at the time of exit for at least a period of 12-months after program exit.
9. **At the conclusion of the Transitional Job Term, the TPC hosting the individual will provide the OWDC with a narrative identifying the successes/challenges for program evaluation.**

#### DEFINITIONS

**Chronic unemployment:** typified by unemployment for a period equal to what would be required for exhaustion of Unemployment Insurance benefits, a work history with frequent episodes of unemployment, despite being able and willing to work.

**Inconsistent work history:** consisting of relatively short-term attachment to past jobs (approximately 1 year or less) and gaps in work history that cannot be explained by recent economic conditions.

#### REFERENCES

Description of the One-Stop Delivery System Under Title I of the Workforce Innovation and Opportunity Act. Title 20, Chapter V Subpart A, [20 CFR § 678](#)

Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA and WP. Training and Employment Guidance Letter [\(TEGL\) 19-16](#).

Indian and Native American Programs Under Title I of the Workforce Investment Act. Title 20, Chapter V Subpart 668, [20 CFR Subpart A §668](#)

Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title, I, Title II, Title III, and Title IV Core Programs, Training and Employment Guidance Letter, [TEGL 10-16, Change 2](#)

Primary Indicators of performance under WIOA, Title 20, Chapter V, Part 677, Subpart A, [20 CFR §677](#)

Unified and Combined State Plans under Title I of the Workforce Innovation and Opportunity Act. Title 20, Chapter V, Subpart 676, [20 CFR §676](#)