

# **Fresno Regional Workforce Development Board**

*A proud member of America's Job Center of California<sup>SM</sup> Network*

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## **OPERATIONAL DIRECTIVE**

**FRWDB OD # 03-18, Revision D**

**Date Released: November 16, 2018**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: November 16, 2018**

**Subject: Transitional Jobs**

**Applicable Program: Adult and Dislocated Worker**

**Revision History: Initial Release – 1/12/18; Rev B – 6/22/18, Rev C – 7/6/18**

This Revision D adds Form# TJS-005, Transitional Job Participant Guide and updates Form# TJS-004, Transitional Jobs Agreement Template and TRN-TJS-001, CalJOBS Transitional Jobs Reference Guide.

The FRWDB may use up to 10 percent of its combined total of adult and dislocated worker allotments for Transitional Jobs.

Transitional Jobs (TJ) are defined as time-limited, subsidized work experiences for job seekers chronically unemployed with very little or no work experience to begin building a track record of employment.

The goal of TJs are to help individuals establish a work history, demonstrate work success in an employee-employer relationship and develop new occupational and/or foundational job skills that lead to retention in unsubsidized employment. These skills can include:

- Specific Occupational Skills
- Work Ethic,
- Self-Direction and Initiative,
- Interpersonal Skills,
- Punctuality and Attendance,
- Communication, listening Skills,
- Team Work and ability to work with others,
- Dependability and
- Task completion.

A TJ may be provided, where determined as appropriate for eligible Adults and Dislocated Workers for whom one or more of the following conditions exist:

- The participant has no previous work history,
- The participant is chronically unemployed,

- Unemployed for 13 weeks or longer;
- Unemployed for at least 26 of the past 52 weeks;
- Have held three or more jobs in the past 52 weeks and is currently unemployed or underemployed.
- The participant has an inconsistent work history,
  - Lacked steady, full-time, permanent employment in the 12 months prior to program registration. Inconsistent Work History includes;
    - Work that is seasonal,
    - Temporary employment
    - Part-time employment – less than 32 hours per week, or
    - Other periods of employment of less than 10 consecutive weeks.
- The participant has limited skills needed to gain employment;

There is no requirement or expectation that the individual will be retained by the worksite following the successful completion of a work experience activity.

A TJ may only be provided after an assessment has been conducted and the Plan has been developed. The Plan must include a determination that TJ is a necessary activity, and it must be combined with other services. The Plan must document barriers to employment that include a lack of exposure to good work habits, lack of occupational and/or foundational job skills, and/or the working environment.

Per § 680-190 of the WIOA, TJs must be combined, concurrently or consecutively, with comprehensive career services and supportive services.

### **Duration**

Maximum 120 hours, not less than 20 hours per week.

No overtime hours (in excess of eight (8) hours per day and/or more than 40 hours per week) will be allowed.

An approved TJ assignment cannot result in more than an aggregate total of 60 calendar days within any one (1) calendar year for each participant.

### **Payments**

All participants in a paid TJ will be paid an hourly wage equivalent to the entry level wage of the position or the California minimum wage, whichever is higher, but not to exceed \$15.00 per hour. The Provider of Services will be the employer of record for purposes of payroll, withholding, and payment of the employment taxes in connection with the wages paid to the participant and Workers' Compensation Insurance coverage. The relationship between the Worksite and the participant is one of trainer/trainee.

Overtime (in excess of 40 hours per week and/or 8 hours per day) and work on state or national recognized holidays is not allowed. No vacation or sick leave is provided.

### **Timesheets**

Transitional Jobs Sample Timesheet (bi-weekly), Form# TJS-001 is the recommend timesheet to be used. Providers are allowed to use their own timesheet if all the required information is on the timesheet.

If the provider chooses to use their own timesheet, it must be submitted to and approved by the FRWDB Program Manager prior to use.

## **Worksite Selection**

The Business Account Specialist (BAS), equivalent provider staff person, must be especially careful to match the participant with the employer when selecting and screening potential work experience worksites. Factors such as location, general employment conditions, type of work, the participant's demonstrated aptitude/interest in the work offered, and availability of committed supervisory staff at the site are essential considerations when selecting a work experience worksite. The BAS must document the criteria used for selection/non-selection of the site.

## **Work Experience Compliance Review**

During the Work Experience activity, provider staff is required to conduct a compliance review of the activity using Form# TJS-002, Transitional Jobs Worksite Monitoring Record. After the record is completed, it is to be filed in the participant's case file.

## **Employer Requirements**

One of the BAS roles in identifying potential work experience sites is to ensure that the employer is fully aware of the employer requirements.

The Transitional Jobs Worksite Agreement Form# TJS-004 outlines the conditions and employer requirements. The agreement includes the details of the specific TJ Work Experience, General Contract Provisions, Training Plan and Safety Training Verification. The BAS must meet with the employer prior to the start of the Transitional Jobs activity and review the full Transitional Jobs Worksite Agreement and the Transitional Jobs Worksite Performance Review, Form# TJS-003.

The employer must be made aware that a TJ Work Experience is a supervised activity and that all employer staff members who may be responsible for participant supervision and guidance must be knowledgeable of the program's requirements.

As a rule, the elements of the TJ Work Experience Training Plan should reflect an exposure to basic employer requirements, i.e., attitudes, aptitudes and occupational technical skills the employer would expect each regular entry-level employee to display.

## **Participant Supervision and Feedback**

For a positive TJ Work Experience relationship, communication between the ERS, BAS, the supervisor and participant is essential. Regular, scheduled contacts with the supervisor and participant will ensure timely feedback to the participant regarding progress towards the attainment of skills and goals outlined on the Evaluation form. On-going communication among all parties increases the likelihood of a positive experience for the employer and the participant as well as timely resolution of any issues. The supervisor is required to evaluate the participant in each of the objectives listed on the Training Plan as the objectives are completed.

## **Transitional Job Participant Guide**

- Provide an orientation and review of the Transitional Job Participant Guide (TJS-005) to the participant that explains the program purpose, policies, and procedures, opportunities available through the program, as well as workplace expectations.

## **CalJOBS Requirements**

- The signed training agreement and all related attachments must be uploaded as one .pdf file.
  - The .pdf file is to be uploaded as a case note attachment to their transitional jobs case note.
- The final signed copy of the CalJOBS Transitional Jobs Voucher must be uploaded to the voucher record in CalJOBS.
- The timesheets must be uploaded to the associated payment record in the Payment.

- See TRN-TJS-001 for detailed instructions.

### **Fiscal Process**

Once the TJ training voucher (from CalJOBS) is signed by Authorized Provider staff, the voucher must be emailed to FRWDB Fiscal Department at [trng-docs@wfc.co](mailto:trng-docs@wfc.co) within three (3) working days of the start date.

Providers are required to invoice within five (5) working days after the end of the previous month.

Providers are required to invoice and submit Form # CAR-007, Work Experience Reimbursement Detail, signed CalJOBS Payment Request along with other supporting documents (i.e. break down of cost spreadsheet, timesheets, labor report) within five (5) working days of every month to FRWDB Fiscal Department using [trng-docs@wfc.co](mailto:trng-docs@wfc.co).

Please direct any questions to the FRWDB Program Manager

Forms: TJS-001, Transitional Jobs Timesheet  
TJS-002, Transitional Jobs Monitoring Record  
TJS-003, Transitional Jobs Supervisor Performance Review  
TJS-004, Transitional Jobs Worksite Agreement  
TJS-005, Transitional Job Participant Guide  
CAR-007, Work Experience Reimbursement Detail

Work Instruction: TRN –TJS-001 CalJOBS Reference Guide for Transitional Jobs