



HEART OF TEXAS WORKFORCE DEVELOPMENT

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Subject: Work Experience Policy

Summary: The Heart of Texas Workforce may provide opportunities for Work Experience to eligible individuals. Work experience may consist of Subsidized Employment, On-the-Job Training, Community Service or Unpaid Work Experience. The following policy sets forth the guidelines for Unpaid Work Experience, Subsidized Employment and Community Service.

Policy: The Heart of Texas Workforce Development Board may provide Unpaid Work Experience, Subsidized Employment and Community Service to eligible clients to enhance the employability and work maturity skills of a participant by promoting the development of good work habits and basic work skills.

Unpaid Work Experience is for unsalaried, work-based training positions in the private sector.

- 1) Participation may not exceed 6 months.
- 2) This activity should be used to improve the employability of participants who have been unable to find employment.
- 3) The individual must be covered under worker's compensation.

Subsidized Employment is a full (40 hours/week) or part-time (<40 hours/week) position that may occur in either the private or public sector. Subsidized employment is planned, structured learning experience that takes place in a workplace for a limited period of time. Subsidized employment includes:

- 1) Subsidized internship with a portion of the individual's wages subsidized;
- 2) Subsidized employment with a staffing agency acting as the employer of record;
- 3) Subsidized employment with the actual employer acting as the employer of record.

Wages

- 1) Wages shall be at least federal or state minimum wage, whichever is higher. The Heart of Texas Workforce may subsidize up to 100% of the wages not to exceed the established self-sufficiency level. Subsidies are dependent upon individual circumstances and availability of funds.

- 2) Employers must provide the same wages to subsidized employees as for unsubsidized employees with similar skills, experience and position.

Community Service provides employment or training activities to individuals through unsalaried, work-based positions in public or private non-profit organizations to improve the employability of the individuals who are unsuccessful in their active job search. The individual must be covered under worker's compensation.