

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.