

The Westmoreland-Fayette Workforce Investment Board's



Experience Works! PLUS Internship Program 2022 Handbook

The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.



Welcome!

The Westmoreland-Fayette Workforce Investment Board (WFWIB) appreciates your interest in the Experience Works! PLUS Internship Program as a potential worksite or intern.

This program will coordinate internship opportunities for 18-24-year-old young adults enrolled in a post-secondary education institution. The objective of the program is to assist worksites in implementing business improvements, while providing valuable workforce experience to young people seeking a career opportunity. Additionally, Experience Works! PLUS is designed to expose post-secondary students to the growing local workforce opportunities in Westmoreland and Fayette counties.

The Experience Works! PLUS Internship Program enables employers to build a future workforce by giving post-secondary students the opportunity to explore career opportunities that align with career interests. While helping these young adults develop meaningful skills and gaining valuable experience, worksites benefit from the no-cost intern assistance in identifying and implementing business improvements.

This handbook provides an overview of the program, an overview of intern and worksite responsibilities and requirements, and payroll information. Please review this handbook carefully, and contact Youth Services Manager Courtney Venick (cvenick@westfaywib.org) if you have any questions or concerns. Again, we appreciate your interest in the Experience Works! PLUS Internship Program and look forward to hearing from you soon.

Sincerely,



Janet Ward, Executive Director
Westmoreland-Fayette Workforce Investment Board (WFWIB)

This is the fifth year that the WFWIB has hosted the Experience Works! PLUS Internship Program. We are eager for another exciting and successful year of providing paid work experience to local interns.

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About the WFWIB



The Westmoreland-Fayette Workforce Investment Board (WFWIB) is a business, education, and community board that is empowered to lead workforce development activities in Fayette and Westmoreland counties. Through the coordination and oversight of several workforce development programs and opportunities, the WFWIB serves individuals as young as elementary school to as mature as adults.

Its vision is to provide a worker to every job and a job to every worker in Westmoreland and Fayette counties. Its mission is to lead regional workforce development activities in its two-county area to assist individuals in obtaining the skills needed for today's workforce and to help local employers retrain, hire, and retain skilled workers.

As a leading change agent for workforce development, the WFWIB identifies and addresses workforce gaps and builds relationships with employers, economic development organizations, and elected officials to facilitate a cooperative effort in meeting these needs. Moving forward, the WFWIB then channels federal, state, and local funding to areas of greatest need.

Additionally, the WFWIB oversees three PA CareerLink® centers in the two-county area in coordination with the PA Dept. of Labor & Industry. PA CareerLink® centers provide Pennsylvania residents with dozens of job seeker and employer services. Specifically, Westmoreland-Fayette centers can provide employers with on-the-job training, customized training, and incumbent worker training. Job seekers can take advantage of individual training accounts, job training, career guidance, resume development, and more.

Overall, the WFWIB works to provide workforce development opportunities for all individuals regardless of their background, education, employment status, and skill level!

To learn more about us, visit our website at www.westfaywib.org.

"The WFWIB does an excellent job coordinating [Experience Works! PLUS]. I appreciate that the program offers career readiness training as this is so important to emerging professionals. It also allows me as the site supervisor to focus on more field-specific training."

- Pamela | Westmoreland Historical Society

Worksite Overview

To apply:

- Both regional for-profit and non-profit worksites may apply.
- Worksites are limited to one (1) intern through the Experience Works! PLUS Internship Program.
- Worksites must submit the no-cost Internship Job Description to the WFWIB.
- Internship Job Descriptions will be assessed to evaluate if the internship opportunity fits the parameters of the program and closely aligns to the intern's post-secondary major/focus.
- Worksites may apply regardless of if they have an intern selected or not. If the worksite has an intern already selected, that intern will be required to follow the steps for interns. If the worksite does not have an intern already selected, the WFWIB will assist in their search by assessing if any students without worksites have applied or by contacting program partners. The WFWIB does not guarantee that they will be able to find an intern for any worksite. If a worksite applies to the program without an intern requesting assistance from the WFWIB, this does not hold a spot for the worksite, meaning, the program may fill up before the worksite finds an intern.
- If the WFWIB refers students to worksites, worksite representatives have the option to interview interested students and offer the internship opportunity to the selected student. The decision to move forward with that referred participant is ultimately the worksite's decision.
- **Intern Applications, a copy of the intern's most recent Resume, and Worksite Internship Job Descriptions will be accepted on a rolling basis.**
- **No intern will start within the Experience Works! PLUS internship program before Monday, May 16, 2022.**
- **The WFWIB will review all submitted pieces and will notify applicants if they have been approved to move forward shortly after.**

After applying:

- Applying to the program does not guarantee approval or participation.. Both interns and worksites must complete all steps in the application process, including orientations and the intern's completion of payroll documents.
- WFWIB staff will conduct a virtual Worksite Orientation to review the job description, worksite responsibilities, and the overall program with the worksite. A Worksite Orientation must be completed prior to the intern's start within the program.
- **Internships will commence on a rolling basis beginning Monday, May 16, 2022.**
- Funding is made available for a 320 hour or 12-week internship experience, whichever comes first. The 12 weeks are consecutive and cannot be extended.
- Interns will be provided with required career readiness training/opportunities in addition to their internship experience. Worksites must allow time for interns to complete any career readiness activities the WFWIB schedules during regular working hours. It is the Intern's responsibility, however, to complete any specified career readiness.
- WFWIB will handle payroll and human resource documentation.
- All decisions regarding the intern's management/supervision should be made as they would be in any other situation. The WFWIB does not make decisions regarding the intern's internship operations. Worksites should provide feedback directly to the intern.
- Worksites must keep file of all time sheets for a minimum of five (5) years for auditing and monitoring purposes.
- Worksites are required to complete all surveys and evaluations requested by the WFWIB regarding the Experience Works! PLUS Internship Program.
- Interns will receive \$13.00/hour through the Experience Works! PLUS program.
- The minimum amount of time worked by the intern must not be less than 25 hours/week. The maximum amount of time worked by the intern must not be more than 40 hours/week. Overtime hours will not be paid by the WFWIB.
 - Notice: Should an intern need to take time off and their hours fall under 25 hours for that week, the intern will still be paid for their time worked. However, consistently working less than the minimum required weekly hours will result in disqualification from the program.

Additional:

- Worksites are encouraged to support and extend this program by matching funding in some way. (See page 7.)
- The WFWIB requests that worksites/interns provide at least one picture and caption of the intern working at their internship for marketing purposes. Likewise, the WFWIB also ask that worksites and interns, if able, participate in the annual National Intern Day on July 28, 2022 on social media.

*Please note that all dates are subject to change. Notice to all those that have applied and the WFWIB's partners will be provided.

Employer Match

All applying worksites are asked to describe potential Employer Match activities on the Internship Job Description. Employer Match is the funding that organizations put towards their participating interns to display that program's funds are creating workforce opportunities rather than simply fulfilling them. Examples of Employer Match include paying for your Experience Works! PLUS intern to receive recognized credentials and training, paying other interns not involved in the program with your own funds, or raising your interns hourly wage from \$13.00/hour to \$14.00/hour.

Employer Match is not something that will be reimbursed but rather something that proves local organizations are dedicated to local workforce development efforts.

Towards the end of your intern's potential participation, your worksite will be asked to capture a concrete figure of how much Employer Match has been contributed. Worksites will receive the survey that will assist in calculating and capturing Employer Match. Below you will find examples of how to calculate these amounts if you need assistance answering the survey questions.

- 1. Workforce Preparation: Time spent in orientation discussing company rules and participant job duties.** (Staff person(s) x Hours spent in orientation x Hourly wage of staff person(s)) = Match
 - This could be the first day that your Experience Works! PLUS intern started and a supervisor took the time to discuss rules, took them on a tour, or discussed the job.
 - (1 staff person x 5 hours x \$19.00) = \$95.00
- 2. Time Training: Usually 2 weeks.** (Total hours Supervisor spent in training participant x Supervisor's hourly wage) = Match
 - Training is typically 2 weeks but can be more or less.
 - (40 hours spent in training x \$19.00) = \$760.00
- 3. Extended Employment: Allowing intern to work with company past their end date within the program and to paid using company funds.** Can be an estimated amount. (Intern(s) x Hours will work until internship complete x Hourly wage) = Match
 - (1 Intern x 160 hours x \$12.00) = \$1,920
- 4. Credentials/Training: Cost of providing intern with industry recognized credentials and training.**
 - For an accounting intern, an organization may pay for them to receive a CIA.
 - Cost of credential: \$1,500.00
- 5. Other Interns: Having other paid interns currently working that are not involved with the Experience Works! PLUS Program.** (Other Intern(s) x Total intern hours for entire internship x Hourly wage of other intern(s)) = Match
 - (2 Interns x 320 hours x \$11.00) = \$7,040
- 6. Overtime: Paid the Experience Works! PLUS intern overtime hours (+40 hours/week).** (Intern(s) x Total overtime hours worked over 8 weeks x Wage paid) = Match
 - (1 Intern x 8 total overtime hours worked x \$10.00) = \$80.00
- 7. Higher Wage: Raised Experience Works! PLUS intern's hourly rate from, for example, \$10.35 to \$12.00 using our own funds.** (Intern(s) x Intern hours over 8 weeks in program x Wage amount raised) = Match
 - (1 Intern x 320 hours x \$1.65 raised) = \$528.00

Intern Overview

To Apply:

- Interns submit the no-cost Application to the WFWIB.
- Interns must also submit their most recent resume.
- Interns must be 18-24 years old and must not have already participated in the program.
- Interns must be currently enrolled in a post-secondary institution, will be attending a post-secondary institution fall of 2022, or have recently graduated spring of 2022.
- Interns must be working at an internship located in Westmoreland or Fayette county.
- Interns must be residents of Westmoreland or Fayette County.
- Internships must closely align to the intern's post-secondary major/focus.
- Students may contact the WFWIB with an interest in participating in the program regardless of if they have an internship or not. If the interested student already has an internship, their internship worksite will be required to follow the steps for worksites. If the interested participant does not have an internship already, the WFWIB will assist in their search by assessing if any worksites without interns have applied or by contacting program partners. The WFWIB does not guarantee that they will be able to find an internship for any interested participant. If a student applies to the program without an internship requesting assistance from the WFWIB, this does not hold a spot for the student, meaning, the program may fill up before the student finds an internship.
- If the WFWIB refers students to worksites, worksite representatives have the option to interview interested students and offer the internship opportunity to the selected student. The decision to move forward with that referred participant is ultimately the worksite's decision. The WFWIB has no control over the worksite's interview process or decision.
- **The WFWIB will review all submitted pieces and will notify applicants if they have been approved to move forward shortly after.**

Once Approved:

- Applying to the program does not guarantee approval or participation. Both interns and worksites must complete all steps in the application process, including orientations and the intern's completion of payroll documents.
- Interns will be required to complete a virtual Intern Orientation to review the intern's responsibilities and general processes of the program. An orientation must be complete prior to the intern's start within the program. Orientations are not paid as they are a part of the application process.
- Once an intern completes their orientation, they will be required to visit the WFWIB office to complete sensitive payroll paperwork.
- **Internships will commence on a rolling basis beginning Monday, May 16, 2022.***
- Interns will receive \$13.00/hour through the Experience Works! PLUS program.
- The minimum amount of time worked by the intern must not be less than 25 hours/week. The maximum amount of time worked by the intern must not be more than 40 hours/week. Overtime hours will not be paid by the WFWIB.
- Funding is made available for a 320 hour or 12-week internship experience, whichever comes first. The 12 weeks are consecutive and cannot be extended.
- Interns will be provided with required career readiness training/opportunities in addition to their internship experience. Worksites must allow time for interns to complete any career readiness activities the WFWIB schedules during regular working hours. It is up to the Interns, however, to complete any specified career readiness.
- Interns will be responsible for completing their own Experience Works! PLUS timesheets and communicating with their supervisor(s)/mentor(s) to confirm timesheet information and receive proper signatures on a daily basis. Once timesheets have been completed and shared with the WFWIB on date specified, interns are required to give them to their mentor/supervisor, where the worksite will keep them for at least five (5) years for auditing and monitoring purposes.
- WFWIB will handle payroll and human resource documentation.
- All decisions regarding the intern's management/supervision should be made as they would be in any other situation. The WFWIB does not make decisions regarding the intern's internship operations. Worksites should provide feedback directly to the intern.
- Interns are required to complete all surveys and evaluations requested by the WFWIB regarding the Experience Works! PLUS Internship Program.

Additional:

- We also ask that worksites and interns, if able, participate in the annual National Intern Day hosted by the PA Department of Labor and Industry on social media. The date of this event and relating information will be share once the intern begins their involvement in the program.

*Please note that all dates are subject to change. Notice to all those that have applied and the WFWIB's partners will be provided.

Program Processes

The steps below does not necessarily have to go in this order. However, all steps must be completed before any intern or worksite can participate within the program. Only after the intern and worksite have completed all of these steps can they move forward with participation within the program.

- Intern has reviewed the program, requirements, and responsibilities.
- Worksite has reviewed the program, requirements, and responsibilities.
- Intern has submitted Application.
- Intern has submitted most recent Resume.
- Worksite has submitted Internship Job Description.
- All required application documents are received by Courtney Venick at cvenick@westfaywib.org.
- Intern visits the WFWIB office to complete new hire payroll forms during standard working hours.
- Worksite completes Worksite Orientation.
- Intern completes Intern Orientation.

The Experience Works! PLUS Internship Program Timesheet Process is listed below. Timesheet process will be review with both interns and worksites during orientations to ensure all parties involved are aware of the steps.

- Interns and Worksites will receive digital copies of the Daily Sign-In Timesheet, Summary Timesheet, and Pay Schedule.
- Timesheets will be digitally compatible to allow for easy completion.
- Daily Sign-In Timesheet:
 - Interns are required to sign in and out every day on the Daily Sign-In Timesheet to detail and confirm the hours they are working.
 - Intern and Worksite signatures on the Daily Sign-In Timesheet can be digital, but must be present.
- Summary Timesheets:
 - Summary Timesheets are to be completed after completing the Daily Sign-In Timesheets. Interns can fill the top of the Summary Timesheet digitally.
 - Hours on Summary Timesheets must totaled in hours, not minutes or seconds.
 - Intern and Worksite signatures on the Summary Timesheet must be physical signatures. Summary Timesheets must be filled out correctly and submitted to the WFWIB by the pay period deadline listed on the Pay Schedule in order for the intern to be paid on time.
 - Summary Timesheets can be sent to the WFWIB in PDF format or image format by email or fax.
- Worksites must maintain all original Daily Sign-In Sheets and Summary Timesheets for a minimum of five (5) years after the intern leaves for future monitoring and auditing review.
- Pay Schedule:
 - Payroll periods are listed on the Pay Schedule.
 - Pay periods run for two week period from a Saturday to Friday.
 - Please note the date and time when the Daily Sign-In Sheets and Summary Timesheets are due to the WFWIB by fax or email.

Additional Information

Workplace Injuries:

Worksite supervisors should maintain emergency contact information on each intern working at their worksite. This information should be kept in a secure location and according to HIPPA regulations. Intern should be informed during the worksite orientation that when an accident occurs the intern must report the accident directly to the worksite supervisor immediately and should be handled according to the worksite's procedures. Please inform Executive Director Janet Ward at WFWIB within 24 hours of any injuries incurred by an intern. (jward@westfaywib.org or 724-755-2145) The WFWIB will provide workers compensation and employers liability policy information.

Disciplinary/Poor Performance/Early Termination:

The WFWIB does not involve itself with the managing and supervision of the participating intern. All decisions should be made by worksites as they would be in any other situation. Worksites are encouraged to provide feedback to the intern and to internship coordinator regarding the intern's performance. In the event of poor performance, worksites are encouraged to address the situation with the intern before taking action to allow the intern the opportunity to correct behavior/attitude/performance. Ultimately, however, worksites have full control over the intern's supervision and management.

Non-Discrimination and Equal Opportunity:

- The WFWIB and worksite assures, with respect to the operation of this contract, that it will comply fully with the nondiscrimination and equal opportunities provisions of the Workforce Investment Act, Workforce Innovation and Opportunity Act, or other designated funding stream, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable laws and requirements imposed by or pursuant to regulations implementing those laws, including but not limited to section 188 of the Act (Implementation of the Non-Discrimination and Equal Opportunity Requirements).
- Equal Opportunity policies must be widely disseminated through the prominent display of posters in reasonable numbers and places, in language(s) other than English, and be provided in appropriate formats to individuals with visual and hearing impairments. When phone numbers are listed, TTD or relay numbers must also be provided. Communications with individuals with disabilities must be as effective as communications with others.



145 Pavilion Lane
Youngwood, PA 15697
724-755-2145

Contact Information

Questions and concerns regarding the information presented in this handbook should be sent to WFWIB Youth Services Manager Courtney Venick at cvenick@westfaywib.org. As the Youth Services Manager, Courtney Venick acts as the point of contact on this program and will be able to assist those interested.

Program Forms & Additional Information

All program forms can be found on the WFWIB's website at www.westfaywib.org on the "Resources" tab and under the "Youth Resources" header. All program materials should be sent to Youth Services Manager Courtney Venick at cvenick@westfaywib.org once complete.

For additional information regarding the Westmoreland-Fayette Workforce Investment Board, we welcome you to visit our website and learn more about the opportunities and services available.

Follow us on social media!



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"Worker for every job. Job for every worker."