

The Westmoreland-Fayette Workforce Investment Board's



Experience Works! PLUS Internship Program Handbook



The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities.

The Westmoreland-Fayette Workforce Investment Board Experience Works! PLUS program is supported by awards totaling \$2,056,108.00 (approximately 83.7%) of federal funds and \$399,893.79 (approximately 16.3%) from non-governmental sources.

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 provides internship opportunities for young adults. 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 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 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 EWP@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)

The WFWIB

has hosted the Experience Works! PLUS program for several years. We are eager for another exciting and successful program year of providing paid work experience to local interns.

Table of Contents

- 02 - Introduction
- 03 - About the WFWIB
- 04 - Program Overview
- 05 - Responsibilities
- 06 - Intern Eligibility
- 07 - Worksite Eligibility
- 08 - Application Process
- 09 - Review & Onboarding Process
- 10 - Time Sheet Process
- 11 - Employer Match
- 12 - Additional Information

Contact

Janet Ward
Executive Director
jward@westfaywib.org

Caitlyn Slezak
Youth Program Specialist
cslezak@westfaywib.org

Program Questions
EWP@westfaywib.org

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."

- Westmoreland Historical Society

Program Overview

Intern and Worksite Applications

Intern and Worksite applications can be found on the [Experience Works! PLUS webpage](#). All application pieces are designed to be completed digitally through [Adobe Reader](#) or a web browser such as Microsoft Edge or Google Chrome. Alternatively, applications may be printed, completed by hand, and scanned for submission.

Additional details regarding intern eligibility (see page 6) and worksite eligibility (see page 7) are provided later in this handbook. Details on Application process can be found on page 8.

Summer 2025 Availability Notice

Due to limited funding, applications and application matches for the **Summer 2025 program year** must be submitted by **April 25, 2025** for early summer consideration. Priority will be given to internship positions in [High Priority Occupations](#).

“Application match” is defined as a worksite and student paired together for an internship experience. Application matches are considered complete and ready for review after the Internship Job Description Application, Intern Application, and Intern resume have been submitted.

Applicants without an application match or those applying after the deadline will be placed on a **waitlist**. We will contact waitlisted applicants as slots become available for the remainder of the summer and into the fall.

Application Review & Notification Timeline:

- **Application matches submitted by March 28** → Notification sent in **early April**
- **Application matches submitted March 29 – April 25** → Notification sent in **early May**

Hour Requirements

Interns must work between 20-40 hours each week for a minimum of **240** to a maximum of **320 total hours**. Driven by hours worked per week, internships will range from 8 to 12 weeks in length, **at no point exceeding the 320-hour maximum**. Weeks are consecutive and cannot be paused or extended.

Working over 320-hour limit

The WFWIB is not responsible for payment of any hours beyond the allotted 320. If the intern and worksite wish to continue their working relationship beyond this limit, the internship will be considered an unpaid experience unless otherwise arranged and funded by the worksite. In either case, the intern will exit from the program at this time.

Falling under the minimum 20/week

Should an intern need to take time off and their hours fall below 20/week, they will be paid for their time worked; however, consistently working below the minimum required weekly hours will result in disqualification from the program.

Overtime – hours worked over 40/week

The WFWIB is not responsible for any overtime payment. Weekly hours exceeding 40/week must be discussed between worksite and intern.

Responsibilities

Participant Responsibilities

Understanding Handbook

Both the intern and worksite are expected to read through the Experience Works! PLUS handbook and understand program guidelines and components prior to internship start. At completion of the onboarding process, both parties must sign to acknowledge they have read and understand the handbook guidelines.

Onboarding Process

A matched intern and worksite must complete program onboarding prior to internship start. Any intern who starts work before completing onboarding will **not** be paid for that time. Details on the application and onboarding process can be found on page 9.

Payroll and Timekeeping *(See page 10 for full time sheet guidelines.)*

Interns will be placed on WFWIB or provider payroll and paid through direct deposit on a bi-weekly basis. Time is collected through a bi-weekly time sheet process. Both interns and worksite supervisors are held responsible for submitting time sheets **on time** and in the **correct format**. Failure to comply with time sheet policy may result in a delay in pay. If issues persist, interns and/or worksites may be terminated from the program.

Career Readiness Activities

Interns will be provided career readiness activities to complete as part of the program. Worksites may allow time for interns to complete activities during working hours as long as this does not interfere with intern responsibilities. Career readiness topics may include: Diversity, Equity, Inclusion, and Accessibility awareness, financial literacy, resume and cover letter building, or portfolio development.

Surveys and Evaluations

Interns and worksites are **required to complete** surveys and evaluations as requested by the WFWIB. Surveys may include: pre, mid, and post internship check-ins as well as evaluations on employer match and career readiness components.

Intern Eligibility

Intern Eligibility & Responsibilities

Intern Eligibility

- Must be 18 – 24 years old
- Must be currently enrolled in a post-secondary institution and pursuing an undergraduate degree OR a graduating high school senior (must be at least 18 years of age) who is considering attending a post-secondary.
- Must be a resident of Westmoreland or Fayette County
- Must seek an internship that closely aligns to their post-secondary major or career focus

Additional Eligibility Requirements

- Interns may not be directly or indirectly supervised by a family member, defined as a parent, spouse, domestic partner, sibling, grandparent, or any step-relative in these categories.
- Interns currently employed at their matched worksite are not eligible for program enrollment.
- Interns may not re-enroll after completing a program experience.
- Interns who previously participated in Experience Works! may only join Experience Works! PLUS with a new worksite.
 - Note: Participation start dates may be delayed due to funding source requirements.

Additional Participation Details

- The WFWIB requests that worksites/interns provide at least one picture and caption of the intern working at their internship for marketing purposes.

Worksite Eligibility

Worksite Eligibility & Responsibilities

Worksite Eligibility

- Must be located in Westmoreland or Fayette counties, or regionally close.
- Can be for-profit or non-profit organizations.
- Cannot engage in work that is political or religious in nature. The WFWIB is unable to fund work that is political or religious.
- Must provide an internship opportunity that closely relates to the student's post-secondary major or area of career focus.
- Worksites must have a commercial address. Interns are unable to complete positions from supervisor's homes.

Additional Eligibility Requirements

- Interns may not be directly or indirectly supervised by a family member, defined as a parent, spouse, domestic partner, sibling, grandparent, or any step-relative in these categories.
- Worksites may not host interns who are currently/previously been employed at their organization.
- While worksites are welcome to apply multiple times, only one intern may be hosted at a time—unless the roles are clearly distinct (e.g., one intern in accounting and another in marketing).
- Worksites may not rehost the same intern after they have completed a program experience.
- Interns who previously participated in Experience Works! may only join Experience Works! PLUS with a different worksite.
 - Please note: Intern start dates may be delayed based on funding source requirements.

Additional Participation Details

- Worksites are encouraged to support/extend this program by matching funding in some way. (See page 11).
- Interns receive Career Readiness activities to complete during their internship experience. These can be completed during working hours, as long as it does not interfere with intern responsibilities.
- The WFWIB requests that worksites/interns provide at least one picture and caption of the intern working at their internship for marketing purposes.
- All decisions regarding the intern's supervision should be made as they would in any other situation. The WFWIB does not make decisions regarding the intern's specific internship operations.
- Worksites are only responsible for payment of intern if intern works over 40 hours in one week or if worksite participates in employer match. Both overtime and employer match are **NOT reimbursed** through the WFWIB and are solely the responsibility of the participating worksite.
- **Worksites must keep all time sheets on file for a minimum of five (5) years for auditing purposes.**

Application Process

Application Process

Worksites and interns will be notified by WFWIB staff if/when they have been enrolled for participation in the program. **Priority will be given to employers or positions that are in [High Priority Industries](#).** Interns will not be paid for any time they work prior to completing all application and onboarding. After onboarding, WFWIB staff will send the Confirmation Form to worksite and intern, indicating permission to start work.

Application Information

Intern and Worksite applications can be found on the [Experience Works! PLUS webpage](#). All application pieces are design to be completed digitally through [Adobe Reader](#) or a web browser such as Microsoft Edge or Google Chrome. Alternatively, applications may be printed, completed by hand, and scanned for submission.

To apply as an Intern → submit **Intern Application** and **copy of resume** to EWP@westfaywib.org

To apply as a Worksite → submit **Intern Job Description Application** to EWP@westfaywib.org

Intern and worksite applications may be submitted separately—for those seeking a match—or together if a pre-established, unpaid internship agreement is already in place. Once an intern and a worksite are paired for an internship experience, they are considered an “application match.” Application matches are complete and ready for review after the Internship Job Description Application, Intern Application, and Intern resume have been submitted.

For interns seeking an internship and worksites seeking an intern candidate:

- The WFWIB will assist in the search process by assessing current applications and contacting program partners to help match interns with worksites.
- The WFWIB **does not guarantee** placement for either interns or worksites. Application submittal does not reserve a spot in the program, and the program may fill up before an application match is made.
- If the WFWIB refers a student to a worksite, the worksite may choose to interview the candidate. The final decision to move forward with that participant is at the discretion of the worksite.

Advertising an Internship Position Outside of Program

In addition to WFWIB connections, worksites can advertise their Experience Works! PLUS internship position on their own. To avoid promoting a position that cannot be funded if an intern is found ineligible, WFWIB advises worksites to **post internship opportunities as unpaid**. During the interview process, worksites may introduce the WFWIB program to candidates as a potential source of wage support, pending eligibility.

Review and Onboarding

Review and Onboarding Process

Review Process

After the intern and worksite have submitted all required application pieces and confirmed their interest to work together, WFWIB staff will review the applications for eligibility and slot availability. The intern and worksite will be notified once the review process is complete. Once an intern and worksite pair are enrolled, both parties will receive details on beginning the onboarding process.

Onboarding Process

Below are the steps required to onboard the intern and worksite into program. **All steps must be completed BEFORE any intern or worksite can start within the program.** Any intern who starts work prior to onboarding will **not** be paid for that time.

1. WFWIB staff notifies intern and supervisor of next steps to enrollment.
2. Intern submits documentation for funding eligibility.
 - a. Documentation includes: Social Security Card, PA State ID, Birth Certificate, proof of monthly income (if applicable), and Selective Service (for males only).
3. Intern completes Intern Orientation
 - a. Orientation may be scheduled virtual or in-person by WFWIB staff.
4. Worksite completes Worksite Orientation.
 - a. Orientation may be scheduled virtual or in-person by WFWIB staff. Orientation **must** be completed at worksite if new to program.
5. Intern visits the WFWIB or provider's office to complete new hire payroll forms during standard working hours.
6. **FINAL STEP:** Worksite and intern receive and sign the Internship Confirmation Form via email.

The WFWIB reserves the right to remove an internship from the program at any time if safety concerns or eligibility discrepancies are discovered.

Time Sheet Process

Time Sheet Process

The Experience Works! PLUS Internship Program Time Sheet Process is listed below. The time Sheet process will be reviewed with both interns and worksite supervisors during orientations to ensure all parties involved are aware of the steps.

Interns and worksites will receive digital copies of the **Daily Sign-In Time Sheet, Summary Time Sheet, and Pay Schedule**. Time Sheets will be digitally compatible to allow for easy completion. Worksites must maintain all original Daily Sign-In Sheets and Summary Time Sheets for a **minimum of five (5) years** after the intern leaves for future monitoring and auditing review.

Daily Sign-In Time Sheet

- Interns must sign in and out every day worked on the Daily Sign-in Time Sheet to detail and confirm their hours.
- Supervisors and interns must sign Daily Sign-In Time Sheets to confirm intern's hours.
- Signatures may be **digital**, but must be present.

Summary Time Sheets

- Completed *after* the Daily Sign-In Time Sheets. Interns can fill the top of the Summary Time Sheet digitally.
- Hours on Summary Time Sheets must total in **hours**, not minutes or seconds. (You may round to the nearest .25 hour.)
- Intern and worksite signatures on the Summary Time Sheet may be digital but must be present. Summary Time Sheets must be **filled out correctly and submitted by the pay period deadline** listed on the Pay Schedule in order for the intern to be paid on time.
- Summary Time Sheets can be sent as a picture or PDF and submitted by email. *Photo submissions must be clear and legible in order to be accepted.*

Pay Schedule

- Payroll periods are listed on the Pay Schedule.
- Pay periods run for a two-week period.
- Please note the date and time when the Daily Sign-In Sheets and Summary Time Sheets are due to the WFWIB by email.

Timesheet Guidelines

- Interns cannot work less than 20 hours or more than 40 hours in a one-week period.
- **Any hours worked over 40 per week must be paid by the worksite.** No reimbursement option is available. Scheduled vacations or other events which may interfere with the intern's ability to hit the 20-hour minimum must be brought to the attention of the WFWIB staff and worksite supervisor prior to the affected pay period.
- Only actual hours may be recorded.
- Interns cannot be paid for sick time, holidays, vacations, lunch, or any time off.
- Completed time sheets must be turned for each pay period, even if no hours were worked. ***Late time sheet submission may result in a delay in pay.***

Employer Match

Employer Match

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 internships to show that program's funds are **creating workforce opportunities rather than simply fulfilling them**.

Employer Match is **not reimbursed** by the WFWIB, but rather, something that proves local organizations are dedicated to local workforce development efforts. At the end of the program, worksites are asked to capture a concrete figure of how much Employer Match was contributed through a survey. Below you will find examples and their calculations.

Workforce Preparation: Time spent in orientation discussing company rules and participant job duties.

- $(\text{Staff person(s)} \times \text{Hours spent in orientation} \times \text{Hourly wage of staff person(s)}) = \text{Match}$
- Ex. (1 staff person x 5 hours x \$19.00) = \$95.00

Time Training: Training is typically 2 weeks but can be more or less.

- $(\text{Total hours Supervisor spent in training participant} \times \text{Supervisor's hourly wage}) = \text{Match}$
- Ex. (40 hours spent in training x \$19.00) = \$760.00

Extended Employment: Allowing intern to work with company past their end date within the program and pay using company funds. Can be an estimated amount.

- $(\text{Intern(s)} \times \text{Hours will work until internship complete} \times \text{Hourly wage}) = \text{Match}$
- Ex. (1 Intern x 160 hours x \$15.00) = \$2,400

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.

- $\text{Cost of credential} = \text{Match}$
- Ex. Cost of credential = \$1,500.00

Other Interns: Having other paid interns currently working that are not involved in the Experience Works! PLUS Program.

- $(\text{Other Intern(s)} \times \text{Total intern hours for entire internship} \times \text{Hourly wage of other intern(s)}) = \text{Match}$
- Ex. (2 Interns x 320 hours x \$15.00) = \$9,600

Overtime: Paid the Experience Works! PLUS intern overtime hours (+40 hours/week).

- $(\text{Intern(s)} \times \text{Total overtime hours worked over 8 weeks} \times \text{Wage paid}) = \text{Match}$
- Ex. (1 Intern x 8 total overtime hours worked x \$10.00) = \$80.00

Higher Wage: Raised Experience Works! PLUS intern's hourly rate from, for example, \$15.00 to \$16.00 using own funds.

- $\text{\$16.00 using our own funds. (Intern(s)} \times \text{Intern hours over 8 weeks in program} \times \text{Wage amount raised}) = \text{Match}$
- Ex. (1 Intern x 320 hours x \$1.65 raised) = \$528.00

Additional Information

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. Interns 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 it should be handled according to the worksite's procedures. Please inform WFWIB Executive Director, Janet Ward within 24 hours of any injuries incurred by an intern (jward@westfaywib.org or 724-755-2145). The WFWIB will provide worker's compensation and employer's 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.



Workforce Investment Board
Westmoreland & Fayette Counties

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 EWP@westfaywib.org.

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 EWP@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!



Westmoreland-Fayette Workforce
Investment Board



@WestFayWIB



Westmoreland-Fayette WIB



@WestFayWIB

“Worker for every job. Job for every worker.”