

Required Elements of a Work Experience Agreement/Contract for Adults/Dislocated Workers

Elements	Paid	Unpaid
Responsibilities and expectations of the participant, the worksite employer, and the local area representative	X	X
Job title and duties for the participant	X	
Goals for the participant	X	X
Length of the work experience	X	X
Wage rate for the participant	X	
The requirement for participants and worksite supervisors to complete/sign timesheets	X	
The worksite supervisor's agreement to maintain and make available time and attendance documentation	X	
A statement informing the worksite that they may be subject to worksite monitoring by both state and local representatives, as well as regular visits by case management staff to check on the progress of the participants	X	X
Assurances that work will be in accordance with WIOA Section 181 (fair and equal wages, prohibition on displacement of current employees, equal benefits and working conditions, prohibition on use of funds after relocation, collective bargaining)	X	

Required Elements of a Work Experience Agreement/Contract for Youth

Elements	Paid internship/ work experience	Unpaid internship/ work experience	Job Shadow	Pre- apprenticeship	OJT
Responsibilities and expectations of the participant, the worksite employer, and the local area representative	X	X	X	X	Follow PGL WIOA-2016-08, On-the-Job Training
Job title and duties for the participant	X				
Goals for the participant	X	X	X	X	
Length of the work experience	X	X	X	X	
Wage rate for the participant	X				
The academic and occupational education components of the work experience clearly identified	X	X	X	X	
The requirements for participants and worksite supervisors to complete/sign timesheets	X				
The worksite supervisor's agreement to maintain and make available time and attendance documentation	X				
A statement informing the worksite that they may be subject to worksite monitoring by both state and local representatives, as well as regular visits by case management staff to check on the progress of the participants	X	X		X	
Assurances that work will be in accordance with WIOA Section 181 (fair and equal wages, prohibition on displacement of current employees, equal benefits and working conditions, prohibition on use of funds after relocation, collective bargaining)	X				