

**Approved Date:**

**Effective Date:**

**Subject:** Transitional Jobs Policy for Adult and Dislocated Workers

---

### **Purpose**

1. This policy provides guidance on the use of Transitional Jobs (TJB) activities as a service strategy under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Programs.
2. Transitional Jobs (TJB) aims to support eligible Adults and Dislocated Workers from underutilized labor pools by offering paid, hands-on work experience to enhance workplace skills and improve their prospects for long-term employment.
3. All Transitional Jobs (TJB) participants must meet program eligibility requirements, be enrolled in the respective WIOA program, and undergo an assessment leading to the development of an Individual Employment Plan (IEP) that justifies their need for and benefits from a Transitional Jobs (TJB). As a work-based learning opportunity, Transitional Jobs (TJB) may be offered to enrolled adults and dislocated workers who meet priority service requirements.
4. Retention in the transitional job following the completion of the experience is not guaranteed. However, successful retention would be considered a positive outcome.

### **Strategies and Services**

1. Transitional Jobs (TJB) may be used to assist individuals with the following:
  - a. Learn the expectations of the workplace
  - b. Address barriers to work
  - c. Establish a work history and references
  - d. Demonstrate success in a work environment
  - e. Develop skills and experience that lead to entry into and retention in unsubsidized employment
  - f. Create linkages to further education and training opportunities

## **State Requirements**

1. Transitional Jobs (TJB) is designed for individuals facing barriers to employment, particularly those who are chronically unemployed or have an inconsistent work history. These jobs integrate employment with comprehensive career and supportive services to help participants gain stability. Transitional Jobs (TJB) opportunities must be paired with career and supportive services to maximize their effectiveness.

## **Transitional Job Wages and Benefits**

1. Transitional Jobs (TJB) participants must receive wages at least equal to the higher of local area prevailing wage. The Iowa Plains Title I Program's employer of record is selected through a request for proposal process and is contracted to be responsible for the wage payment process. Participants must be paid for actual hours worked and are not compensated for any scheduled hours missed without valid cause.

2. Each participant must be covered under Workers' Compensation as required by state law or an equivalent on-site medical and accident insurance policy. Transitional Jobs (TJB) participants are exempt from unemployment insurance, and associated costs are not allowable. In addition to these guidelines, all applicable state and federal employment regulations apply. The Iowa Plains Executive Committee may allocate up to 10% of their adult and dislocated worker funds for Transitional Jobs (TJB) programs.

## **Employer Eligibility**

1. Transitional Jobs (TJB) may take place in the for-profit, nonprofit, or public sector. A participant cannot be placed in a Transitional Jobs (TJB) with an employer where the participant is already employed in an unsubsidized position. A Transitional Jobs (TJB) must not be used as a substitute for Public Service Employment (community service) activities as a result of court-adjudication.

2. Transitional Jobs (TJB) must provide a planned and structured learning experience that will contribute to the achievement of the participant's employment goals through the Bring Your 'A' Game workshops provided through the AJC. It must be designed to assist participants to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

3. Transitional Jobs (TJB) Employer must meet the following criteria:

- Must be a legal business/entity in accordance with all federal, state, and local laws
- Every employer of employees subject to Fair Labor Standards Act's minimum wage provisions must post, and keep posted, a notice explaining the Act in a conspicuous place in all of their establishments so as to permit employees to readily read it

- Must have safe and healthy working conditions with no previously reported health and safety violations that have been reported but have been corrected
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, or age
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a Transitional Jobs (TJB) participant or as the result of having a Transitional Jobs (TJB) participant
- Shall not allow the Transitional Jobs (TJB) activity to result in the infringement of promotional opportunities of their current employees
- Shall not allow the participant to be involved in the construction, operation, or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship
- The employer must not currently be involved in a labor dispute or have employees currently in layoff status

### **Worksite Eligibility**

1. Transitional Jobs (TJB) placements are temporary, subsidized work experiences in the private non-profit or public sector. Participants cannot be placed in a Transitional Jobs (TJB) with an employer where they are already employed in an unsubsidized position. Unlike On-the-Job Training (OJT), there is no expectation that an employer will retain a participant after the TJB period ends; however, retention is considered a successful outcome.

### **Length of Training**

1. A transitional jobs (TJB) agreement at a single worksite may last up to 520 hours whether the job is part-time or full-time.

2. Training hours may be adjusted based on individual participant circumstances, such as disability.

3. Transitional job employers may serve as a pathway to On-the-Job Training (OJT) opportunities when the employer expresses intent to hire the participant and further training is necessary to enhance the participant's skills and earning potential within the company.

***Equal Opportunity Program / Employer – Auxiliary aids and services available upon request for individuals with disabilities***