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**Policy Number: 2019-10.30.01 TJP**

**Effective Date**

This policy will go into effect immediately upon passage.

**Purpose**

The intent of the Transitional Jobs (TJ) Policy is to establish guidelines for the provision of transitional jobs.

**Background**

Under the Workforce Innovation and Opportunity Act (WIOA), TJ are considered individualized career services that provide for paid, subsidized work experiences. By design, TJ are intended to help an individual establish a work history and demonstrate the ability to develop skills in a successful employer-employee relationship. While it is desired that the participant be retained by the employer-of-record or host employer where the individual is working following the term of the TJ, there is no requirement that they do so.

**Eligibility**

To receive TJ, an individual must be either chronically unemployed or have an inconsistent work history and qualify as under the definition of “individuals with barriers.”

**Eligible Host Employers**

While all employers interested in serving as Host Employers will be considered, participating employers will ideally be those that meet the following criteria:

- Committed to helping participants
- Able to compliment the career and supportive services provided by the local area with suitable work-skills development
- Willing to retain participants when possible
- Compliant on State and Federal business tax payments.

Employers with occupations determined to be “in-demand” will be provided priority consideration and, to remain eligible, must retain at least 10 percent of those TJ employees who successfully complete their work assignment.

## **Wages and Benefits**

Individuals working in TJ must be paid at the same level of pay as other workers in the same position and must be covered by either state workers’ compensation or relevant on-site insurance. Employers will be reimbursed for up to 100 percent of the wages paid during the assignment provided they equal or exceed \$13.50 per hour while lower wage employment will be reimbursed at a 50 percent level. Those employers working with staffing companies when hiring temporary workers for TJ will be reimbursed only for the wages paid to the participant and not for any fees or other charges paid to the staffing firm.

## **Length of Agreement**

The maximum length of TJ is 26 weeks or 1,040 hours, whichever is reached first. However, an additional extension may be made if the participant is an individual with barriers that required additional time to successfully establish a work history and develop appropriate skills. This extension may not extend TJ employment for an additional 26 weeks, not to exceed 2,040 total hours. All TJ must be at least 4 weeks or 160 hours in length although, under certain circumstances, the minimum length may be higher to address barriers and to adequately develop employment skills.

Individuals who qualify for TJ under Opioid Emergency grants (may be placed in TJ for a maximum of 12 months or 2,040 hours of employment as indicated in the Ohio Department of Job and Family Services Workforce Innovation and Opportunity Act Policy Letter 19-01 (Implementation of Workforce Development Services Under the Opioid Emergency Recovery grant) unless the Department of Labor approves additional employment hours.

## **Unemployment Compensation Requirements**

Under Ohio Administrative Code 4141-5-05, TJs meet the definition of work relief or work training and are not covered employment that are required to be reported to the Unemployment

Compensation Program. Employers participating in TJ programs will be guided through the rules related to unemployment by appropriate staff.

## Definitions

*Individuals with Barriers* – In general, this means individuals who are recipients of public assistance, are low-income or are basic skills deficient (See Lucas County Workforce Development Board Policy 2019-0724.0-PSP). This list, however, may be expanded to meet the special needs and requirements of additional programs.

*Long Term Unemployed* – A person who meets one of the following criteria in descending order of service priority:

- Has a substantial employment history (i.e., at least 12 months of full-time or 24- months of part-time work experience), is currently unemployed and has been unemployed at least 15 of the past 26 weeks;
- Is currently unemployed and has been unemployed at least 15 of the past 26 weeks;
- Is currently employed by had been unemployed for 15 of the past 26 weeks and is not currently considered self-sufficient; or
- Is either currently unemployed or working part-time but has not worked more than 30 hours per week in any 15 of the past 26 weeks, has been seeking but unable to secure full-time employment, and is not currently considered self-sufficient.

*Underemployed* – An individuals who is one of the following:

- Employed less than full-time but is seeking full-time employment;
- Employed in a position that is inadequate with respect to their skills and training;
- Employed and meet the definition of a low-income individual; or
- Employed, but whose current job earnings are not sufficient compared to the earning from their previous employment.