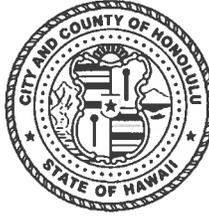


OAHU WORKFORCE DEVELOPMENT BOARD  
**CITY AND COUNTY OF HONOLULU**

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May 1, 2025

**OAHU WORKFORCE DEVELOPMENT BOARD  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
POLICY #06-25**

**SUBJECT:** QUEST Participants

**PURPOSE:**

The purpose of this policy is to establish guidance on the provision of eligible participants in the QUEST program.

**POLICY:**

Internships, a form of work-experience, are a featured component of Hawaii's QUEST program. Work-experience is defined in 20 CFR § 680.180 as a planned, structured learning experience that takes place in a workplace for a limited period of time. As designed for Hawaii's QUEST program, they are all paid work-experiences. QUEST internships may be arranged within the public sector (City and County of Honolulu), private for-profit sector, and/or private non-profit sector. Counties and WDD Branches should incorporate a planned structure for internships that includes periodic evaluations and feedback from worksite supervisors and interns and a process for resolving issues identified. Individuals are considered participants when they have received a QUEST service other than self-service or information-only activities and have satisfied all applicable programmatic requirements for the provision of services, such as eligibility determination.

The City and County of Honolulu will ensure safeguards are in place so that QUEST interns (as with WIOA formula-funded work-experience)-

- Do not displace or partially displace existing employees;
- Do not impair existing contracts for services or collective bargaining agreements (and if it is inconsistent with a collective bargaining agreement,

the appropriate labor organization and employer must provide written concurrence prior to internship beginning);

- Do not perform work for the same or substantially similar job, if the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy so created with the QUEST participant; or
- Do not infringe in any way on the promotional opportunities of currently employed workers as of the date of the participation. (Refer to 20 CFR § 683.270.
- A reasonable time scheduled to intern. All City and County of Honolulu office internships will be between the hours of 7:45 am – 4:30 pm. Private sector and all other businesses the internship will be conducted at a reasonable time for the safety of the participant and for mentoring.

### **Follow-Up After Participant Exit**

The City and County of Honolulu will follow up on a participant after their exit from the program as an information-gathering activity that will not extend the duration of a participant's enrollment unless further services are deemed necessary. The follow up with QUEST participants will be scheduled as similarly required for WIOA formula-funded participants in order to collect supplemental wage data and determine employment status of the individual, which will help assess effectiveness of the program.

### **ACTION:**

This policy is effective immediately and remains in effect until such time that amendments to this policy are made or a new policy is issued.

### **INQUIRIES:**

For inquiries regarding this policy, please contact Harrison Kuranishi, Executive Director, Oahu Workforce Development Board at 808-768-7790 or [h.kuranishi@honolulu.gov](mailto:h.kuranishi@honolulu.gov).



**Harrison Kuranishi**  
Executive Director