3.4.1.5 WORK EXPERIENCE (WEX)

I. Definition

A Work Experience is a planned, structured learning experience that takes place in a workplace for a set period of time. The intention of a Work Experience is to enable participants to explore career options and gain exposure to the working world and its requirements. A Work Experience shall be designed to enhance the employability of individuals through the development of good work habits and basic work skills. Although the majority of Work Experience activities occur with youth participants, adults and dislocated worker participants may also take advantage of these services. Work Experience may be full-time or part-time depending upon the needs of the participant. It may be paid or unpaid, as appropriate. ~~Public sector employers, private non-profit, and for-profit employers are all considered acceptable for Work Experience placements.~~

~~The intention of a Work Experience is to enable participants to explore career options and gain exposure to the working world and its requirements. A Work Experience shall be designed to enhance the employability of individuals through the development of good work habits and basic work skills.~~ The purpose of a Work Experience is not to benefit the employer, although the employer may, to a limited extent, benefit from the activities performed by the participant. For example, individuals placed in a Work Experiences are generally considered trainees, and should not take on roles in which the employer depends on the trainee's productivity to maintain or advance the profit margin or performance of the company or agency.

II. Participant Eligibility

To be eligible for Work Experience opportunities, ~~are offered to participants when~~ the participant's individual employment plan (IEP) or individual service strategy (ISS) must identify~~ies~~ that the participant would benefit from the~~is~~ activity. OWD requires that the justification for a Work Experience be outlined in the customer's IEP or ISS maintained in GWROPP.

III. Employer/Worksite Eligibility

A. In determining an employer's viability for Work Experience contracts, LWDAs must consider the employer's past history with WEX contracts, history of layoffs, relocation and labor disputes, as well as occupational and industry outlook.

B. LWDAs must conduct an employer pre-award review to verify the requirements of 20 CFR 683.260 and TEGL 19-16 are met.

IV. Worksite Agreement Requirements

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Work Experience opportunities are provided based on a formal, written agreement between the LWDA and a private, non-profit, or public sector employer. Work Experience agreements must be fully executed prior to the beginning of a participant's training. LWDA staff are required to complete a Work Experience agreement with each worksite that is utilized. OWD recommends that a signed copy of the Work Experience Agreement be given to all parties to ensure that the expectations are fully understood.

I.A. At a minimum, Work Experience agreements should include the following elements

A.i. Names and contact information for all parties;

B.ii. The names and titles of all worksiteemployer staff that are authorized to sign the timecard for the Work Experience participant(s);

C.iii. The participant's Work Experience start and end date;

D.iv. Responsibilities and expectations of the participant, the worksite employer, and the local workforce development area (LWDA);

E.v. The job title, pay, duties, and goals for each Work Experience participant. Note: WIOA funds shall not be used for overtime wages, holidays, sick leave, or vacations;

F.vi. A statement informing the worksite that they may be subject to worksite monitoring by both state and local representatives, as well as regular visitations by LWDA staff to check on the progress of the work experience participants;

G.vii. Other information relevant to the specific Work Experience activity; and

viii. Signatures and dates for all applicable partiesfrom site supervisor and LWDA staff.

H.II. Participant Agreement Requirements

If the participant is not a party to the worksite agreement, tThe LWDA must execute an agreement with the participant to define expectations.

A. At a minimum, the participant agreement must address the following elements:identify in its written policy the manner in which the participant assigned to the worksite will be notified of the following:

i. Wworksite, address, supervisor, and telephone number

ii. , job title/duties, first day of work, scheduled Start and end date

iii. , wage, and scheduled number of hours each week. Responsibilities and expectations of the participant, the worksite employer, and the LWDA

iv. Job title, pay, duties, and goals

v. Participant signature and date. If the participant is under 18, the agreement must contain the signature of the participant's parent or legal guardian.

The scheduled number of hours per week may be modified by the worksite after work begins pending the written approval of the participant and the LWDA. The LWDA's written policy must

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~~also address how the participant's signature will be documented to verify his/her awareness of the worksite details above.~~

B.

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III. Youth Work Experience Requirements

A. Per 20 CFR 681.600, youth Work Experiences must include an academic or occupational component, which may occur concurrently or sequentially with the work experience. Local Boards are required to include the local definition for academic components in its policies.

B. Per WIOA sec. 129(c)(4), local areas must utilize a minimum of 20 percent of non-administrative youth funds to provide work experience activities to in-school and out-of-school youth.