


<b>MARICOPA COUNTY</b>  HUMAN SERVICES DEPARTMENT Workforce Development Division	<b>SECTION/REFERENCE</b> Federal Register/Vol.65, No.156 - §664.460, §664.470 PL 129(c)(2)(D)	<b>PAGE 1 OF 2</b>
	<b>ORIGINAL ISSUE DATE</b>	<b>REVISION DATE</b> September 2010
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<b>SUBJECT:</b> Work Experience		<b>ADDENDA:</b> WEX Agreement Form

**Background:**

Work Experience (WEX) is a paid/non-paid Workforce Investment Act (WIA) activity designed to enable participants to gain work maturity, occupational skills, and exposure to the working world. The WEX should help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The work experience provides participants with the opportunities for career exploration and skill development. Work experience should focus around high demand occupations as well as the Maricopa Workforce Connection industry clusters.

**Policy:**

The participant may enter into more than one **paid** WEX activity prior to exit from the MWC Youth Program. Youth program service provider and participant mutually review and determine the feasibility of utilizing a work experience activity. The activity must focus on the development of appropriate work habits and work ethics to include an understanding of employer/employee relationships. Work experience should be targeted to high-demand occupations and/or Maricopa Workforce Connections industry clusters. The work experience must focus on career exploration, skill development, and/or training.

The youth provider must also assess the suitability and feasibility of offering the participant a work experience at this time. The assessment should answer the following questions:

- Does the participant's background, needs, interests, and abilities support the WEX activity?
- Are barriers to the WEX activities identified, resolved and/or determined not to have an impact on participation in the planned WEX activity?
- Has it been mutually determined by the youth program service provider and participant that the participant would benefit from the WEX activity?

The selection of a worksite for paid and/or unpaid WEX(s) is determined by the needs of the participant/employer and the high-demand/industry cluster occupations. The employer agrees to provide work-related activities for the participant(s) to develop basic work habits, learn occupational skills, and gain usable "Work Experience" to promote future employment at the worksite.

The employer agrees to maintain records and prepare reports on the participant as prescribed by the youth program service provider. The employer must observe and comply with applicable safety and health standards; observe Workers Compensation and the Youth Labor Laws of Arizona and the Federal Government; maintain sufficient general liability insurance for tort claims protection; and allow the youth program service provider and/or duly authorized representatives to visit the premises to observe work place conditions, observe work place activities, and follow up with the participant.

"Work Experience" activities will not reduce current employee's work hours, displace current employees or creates a lay-off of current employees, impair existing contract or collective bargaining agreements, and/or infringe upon the promotional opportunities of current employees.

#### WEX Process

When a youth program service provider identifies a potential worksite match between a participant and employer, the youth program service provider staff will review the WEX opportunity with the participant and evaluate the participant's interest.

The youth provider will ensure the following process:

- Arrange worksite interview(s) with the employer
- Complete a WEX Agreement
- Include WEX location and dates on ISS or ISS revision
- Ensure justification for WEX is in file and case notes
  - Does the WEX match the participant's interest?
  - Has the participant accomplished Work Readiness 1-6?
  - Is the participant successfully accomplishing goals, meeting appointments, raising basic skill deficiencies, etc.?
  - Did the youth provider and participants explore high-demand occupations and/or industry clusters?
  - Why was the worksite chosen?
  - How does the WEX relate to the youth's overall goals, occupational training, etc?
- Complete skill attainment forms (JT-036)

The youth provider must review participant's goals on the ISS correlates with the WEX service mix. The youth provider must also verify TABE scores are at or above those required for the activity. If the WEX is being used as demonstration of Work Readiness Skills for younger youth, review Individual Service Strategy (ISS) for established need and ensure that the first six classroom training skills have been completed or are in the process of completion.

#### WEX Documentation

The youth program service provider will record all WEX activities into the VOS System. Participant hard copy files must contain the required WEX documentation:

- Individual Service Strategy
- Worksite Agreement
- Work Readiness Skill Attainment Log (JT-036) form, as applicable
- Paid Work Experience Progress Report/Timesheet
- Copies of paychecks