

Date: July 1, 2009
To: Pacific Gateway Workforce Investment Network Staff
From: Bryan S. Rogers
WIB Executive Director
Subject: **POLICY MEMORANDUM: WDB-29**
WORK EXPERIENCE POLICY

EFFECTIVE DATE

This policy is effective upon date of issuance.

PURPOSE

The purpose of this policy is to provide direction regarding the administration of Work Experience (WEX) by the Pacific Gateway Workforce Investment Network for Adults and Dislocated Workers participating in Workforce Investment Act, American Recovery and Reinvestment Act programs and other funding sources as applicable.

WEX is a planned, structured learning experience that takes place in a workplace for a limited period of time. WEX may be paid or unpaid, as appropriate. A WEX may be in the private for profit sector, the non-profit sector, or the public sector. For the purpose of this training agreement, private non-profit would be considered public.

POLICIES AND PROCEDURES

WEX shall be designed to promote the development of good work habits and basic work skills for individuals who have never worked, or have a very limited occupational exposure, or have been out of the labor force for an extended period of time.

Participation in WEX is designed to be short term in nature and is limited to six (6) months. It is based on the needs of the participant and the occupation in which the experience is obtained. This information must be documented in the Individual Employment Plan (IEP) and the participant's electronic file (e-file).

Eligibility Requirements

Customers who are enrolled (Participant) in WIA, ARRA or other funding source as applicable.

Performance Evaluations

Employers must perform a pre- and post-evaluation of participant in relation to training in order to provide evidence of work-related skills enhancements.



Compensation

Participants enrolled in WEX shall be paid an hourly wage at the same rates as similarly situated employees or trainees, but not less than the higher of the minimum wage prescribed under the Fair Labor Standards Act, or applicable State or local minimum wage laws or self-sufficient wage as determined by Local Board policy (see Policy Memorandum WDB-04). Participants enrolled in Classroom Training, combined with a WEX, may receive the hourly rate for the WEX only.

Approval of Worksites

Appropriate Program Manager must approve all worksites before participants begin training.

- Identify and document the participating employer.
- Training must be in a demand occupation and identify a career ladder.
- Result in a wage at placement with the goal of attaining self-sufficiency.

Worksite Agreement (Attachment I)

The Worksite Agreement must be used for all Work Experience assignments. A Worksite Agreement may be written for an individual or group training with one employer, provided work conditions, job/training description, and wage rates are the same for all participants covered under the agreement.

The Agreement details the specific guidelines that must be followed by the employer, participant and the Network. All information requested in the Agreement must be fully completed and approved by the Executive Director as well as the employer, prior to the participant starting WEX. Once the agreement is executed it must be recorded in the participant's electronic file.

Tracking Customer Activity

Management Information Systems will track and report WEX customer activity.

Monitoring Reports

WEX agreements are required to be monitored by Network's Employment Specialist staff. Monitoring will ensure WEX is being provided as specified in the on-site Agreement and resolve issues identified within a reasonable amount of time. The original monitoring report must be provided to the Quality Assurance Unit.

Attachment 1: Work Experience Agreement

REFERENCES

WIA Section 134(d)(3)(c)
20 CFR 663.200

CONTACT

Should you have any questions regarding this Policy Memorandum, please contact Cherie Gomez at (562) 570-4715, TTY (562) 570-4629.

Thank you.

BSR:aw