



East Cascades  
**WORKS**

Connecting Talent To Opportunity

## Program Management Policy

### TITLE: Adult Work Experience

#### POLICY APPROVED BY:

Heather Ficht

EC Works Executive Director

Wallace "Wally" Corwin

EC Works Board Chair

#### Original Approval Date:

October 10, 2018

#### Effective Date:

July 1, 2018

#### Revision Approved:

#### PURPOSE:

To provide guidance regarding the use, documentation and tracking of Work Experiences for eligible Adults and Dislocated Workers.

#### BACKGROUND:

For the purposes of the Workforce Innovation and Opportunity Act (WIOA), Work Experience is defined as:

Work Experience (WEX), sometimes referred to as an internship, is a planned, structured learning experience that takes place within the workplace for a specified and limited period of time. The purpose of the WEX activity is to provide an Adult/Dislocated Worker with an opportunity for career exploration and skill development.

A WEX may be provided in the private, for profit, nonprofit, or public sector. Under WIOA, Adult and Dislocated Worker WEX must be linked to a career.

Employers are not required to hire a WEX participant, although in some cases the opportunity may result in an employment offer. As further defined within the Fair Labor Standards Act, a WEX opportunity shall not reduce current employees' work hours, displace current employees or result in lay-offs of current employees. In addition, employers must adhere to all federal, state and local laws governing employment.

#### POLICY:

WIOA provider must ensure that Work Experience (WEX) is referenced in the participant's Individualized Employment Plan, including a reference to the lack of skills and need for training. The provider must also coordinate the execution of a Work Experience Agreement (using the template approved by EC Works), to be signed by the employer, the participant and the service provider. The training plan, detailing the specific skill requirements for the WEX must document any assessments used for determining the participant's skills at the beginning of the opportunity, planned performance check-ins, as well as any skill attainments during the course of training. All documentation shall be kept in the participant file and case noted in I-Trac.



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In addition to the above, the agreement shall detail any wages paid, the training plan, dates for when the training shall begin and end; as well as compliance with Fair Labor Standards Act, Equal Opportunity Employment and Non-Discrimination regulations, and any additional rules or assurances that may apply.

Finally, the WIOA service provider must carry Worker's Compensation Insurance and make federal and state tax withholdings, as required by law when WEX is a paid opportunity. All compensation must be recorded in the participant file as well as I-Trac.

#### **REFERENCES:**

WIOA Section 3

WIOA Section 134

20 CFR 678-680

2 CFR 200

Workforce Innovation & Opportunity Act, Training & Education Guidance Letter No. 19-16, March 1, 2017