



Work Experience (WEX) Quick Reference Guide

Summary of the policies and procedures of WEX for businesses and individuals.

THE WEX PURPOSE

The WEX program provides work experience to assist individuals in establishing a work history, demonstrate success in the workplace, and develop skills that lead to stable employment.

Quick Terminology Box:



WEX
Work Experience



WIOA
Workforce Innovation and
Opportunity Act



About WEX

- Contributes to the achievement of the participant's employment goals and skill-building
- May be **paid or unpaid**
- Can be in the private-for-profit sector, the non-profit sector, or the public sector



Eligibility

- Available for enrolled **Adults, Dislocated Workers, and Youth ages 14-24.**
- **No longer than 3 months** in duration
- Funding costs will be based off funding availability



The WEX Agreement Essentials

- Outlines a **planned and structured learning** experience
- Leads to established work history
- Provides opportunity to demonstrate workplace success
- Encompasses **skill development** leading to and retention in unsubsidized employment
- Has a measurable training component, industry credentials preferred.
- Designates a **limited period** of time



Requirements

- Cannot replace an existing employee or position
- **Labor standards apply** as defined in the Fair Labor Standards Act
- Employers are not monetarily compensated
- Continuous **monitoring and oversight** of training and payroll records
- Records maintained for three years after the WEX
- Agreements are **completed and signed** before WEX begins



Key Considerations

- Agreements can be modified only if in writing and signed by all parties prior to the effective date



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PROCEDURES

01 WEX Participants
Must meet **program eligibility requirements** and be enrolled into the respective WIOA program.

02 WEX Employers
Must be registered with the IRS and have accounts with the WA state Employment Security Department for Unemployment Insurance, carry Workman's Compensation Insurance, and **licensed to operate** in WA state with a Federal Employer Identification Number (FEIN).

03 Compensation
Compensation will be based on **an hourly wage** as documented on the WEX time sheet above the higher amount of either local or State minimum wage. Participants will be provided **one hour of paid sick leave** for every 40 hours worked. WEX participants are not authorized to work overtime and vacation, lunch breaks, and service provider "holidays" will not be paid.

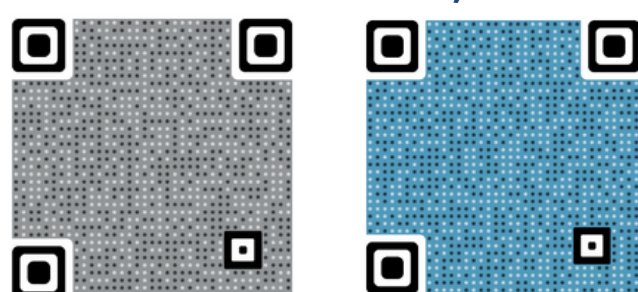
04 Limitations
WEX will **not exceed 3 months** in duration or exceed \$7,000 in funding.



Employer Disqualifications

- Prior health and safety violations
- Discrimination
- WEX causing termination or reduction of workforce/ other employee hours
- WEX causing impact on other worker's promotions
- WEX requiring construction, operation, or maintenance in facilities affiliated with religion

For Agreement Examples or more information, visit:



tinyurl.com/WEXPolicy
tinyurl.com/WEXProcedures

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