

**Employment Security Department  
Career Scope Work Experience (WEX) Standards  
January 14, 2013**

The following are the established standards and required steps that apply to all activities associated with a Career Scope Work Experience (WEX). Staff must adhere to the standards and are encouraged to be pro active in their service delivery to exceed the standards. Staff are also encouraged to provide input on how these standards can be made clearer for easier understanding, use, and achievement.

Item	Standard		Task	Reference
1	An ESD Work Experience (WEX) is an unpaid part-time assignment linked with job search activities.		Determine if a WEX is appropriate. <ul style="list-style-type: none"> <li>• Does the participant have child care arranged?</li> <li>• Does the participant have transportation arranged?</li> <li>• Has the participant been unsuccessful in job search due to:               <ul style="list-style-type: none"> <li>o Insufficient current work history</li> <li>o Lack of 1 or 2 job skills in a new career field</li> <li>o Insufficient current job references</li> <li>o Out of the labor market for an extended period (Participant needs only to improve in one area to be considered appropriate for a short term WEX.)</li> </ul> </li> </ul>	WorkFirst Handbook (WF HB) Chapter 4.4.1 and 4.4.2
2	A participant cannot be required to engage in unpaid work for more hours that their monthly cash assistance and food benefits divided by the state minimum wage.		Coordinate with the WFPS for the allowable FLSA hours for the participant.	WF HB 4.4.4
3	Determine and coordinate stacked activities to ensure the participant remains in full time participation.		Coordinate with community college or other service providers to determine non-core activities that must be stacked with the WEX. If no other activities are identified, determine what other activities other than a WEX would benefit the participant.	WF HB Chapter 3.3.2.2 Stacking Activities Chart; 4.4.10 WEX Step-by-step-Guide; Internal Controls Manual
4	Determine a work site appropriate for the participant.		Coordinate with WorkSource business, Community Jobs providers, and WIA providers to avoid duplication of effort. Participant cannot have access to WorkFirst participation information, i.e. ACES, JAS, JFS, eJAS, CATS, or SKIES.	WF HB 4.4.5

5	Create a WEX agreement.		<ul style="list-style-type: none"> <li>• Discuss with and have the work site sign the General Agreement, the WEX Terms and Limitations and the WEX Contract. The contract must list the specific job duties to be learned.</li> <li>• An ESD WEX may be approved for up to six weeks.</li> <li>• The contract is created in JAS. All forms must be completed and signed by the WF supervisor and the work site supervisor before the participant starts the WEX.</li> <li>• The participant may sign to acknowledge the contract.</li> </ul>	WorkFirst Handbook Chapter 4.4.3 and 4.4.6 Internal Controls Manual
6	Arrange for L&I to be paid. The Employment Security Department will pay L&I coverage for all Career Scope Work Experiences performed for any department within the ESD agency.		Send a copy of the ESD Volunteer Enrollment form and the ESD Volunteer Timesheet to the ECDD WorkFirst Administrative Unit to forward to the ESD Payroll Services-WEX Unit within 5 business days after the end of each month of the WEX contract.	WorkFirst Handbook Chapter 4.4.9 & 4.4.10 Internal Controls Manual
7	Document in eJAS		<p>The WorkFirst supervisor must document in eJAS the justification for the WEX before the contract is created. The career coach must document:</p> <ul style="list-style-type: none"> <li>• work site name, location, supervisor, and supervisor's phone number.</li> <li>• start and end dates of WEX agreement</li> <li>• days and hours of participation</li> <li>• skill set(s) to be practiced or expanded</li> <li>• stacked activities to maintain full participation</li> <li>• results of their visits to the employer every 2 weeks.</li> </ul>	WorkFirst Handbook Chapter 4.4.8 & 4.4.10 Internal Controls Manual
8	Document in CATS		Record Actual Hours of participation, excused and unexcused absences in eJAS/CATS.	WorkFirst Handbook Chapter 4.4.8 & 4.4.10
9	Maintain Records		Forward the WorkFirst Work Experience (WEX) Master Agreement, the WorkFirst Work Experience (WEX) Training Contract Terms & Conditions, the JOBS Work Experience Contract, the Work Experience/Community Service FLSA Calculator (Fair Labor Standards Act) and the ESD Voluntary Enrollment form to the ECDD WorkFirst Administrative Unit, WEX Coordinator within 5	WorkFirst Handbook Chapter 4.4.10

		business days of the WEX contract start date. The Original WEX contracts will be maintained by ECDD- WorkFirst.	
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