



# Montana Department of LABOR & INDUSTRY

2 Division: Workforce Services Division  
3 Category: WIOA  
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## Adult Work Experience (WEX) Policy

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9 **Background:** Adult Work Experience (WEX) is a planned, structured learning experience that takes place  
10 at a worksite and provides an opportunity for skills development as appropriate. The duration of the work  
11 experience is limited and is based on the needs of the participant. A work experience site may be in the private  
12 for-profit sector, the non-profit sector, or the public sector. WEX is an authorized career services activity.

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14 **Scope:** This policy applies to all service providers operating a WIOA Title I Adult program, WIOA Title I Adult  
15 Program Manager, WIOA fiscal officer, and the WIOA monitoring team. This policy is effective July 1, 2020.

### 16 Policy:

#### 17 A. General Program Eligibility and Participant Placement Options

- 18 • WEX may be full-time or part-time depending on the needs of the participant and service provider  
19 funding.
  - 20 ○ Full-time participation is defined as working 32 – 40 hours per week, not to exceed 40 hours  
21 per week. Overtime hours and overtime pay are not permitted.
- 22 • WEX must be designed to enhance the employability of individuals through the development of a strong  
23 attachment to the labor force, valuable work habits and skills, and financial self-sufficiency.
- 24 • WEX is limited to persons needing assistance to strengthen ties to the workforce development system;  
25 for example, individuals who need to explore new career options due to recent layoffs or declining job  
26 growth in their current and most recent employment.
- 27 • Individuals who are underemployed and without skills to support upward mobility may be placed in a  
28 WEX to increase their opportunities for advancement and a wage increase.
- 29 • To establish a WEX, service providers have two options:
  - 30 ○ Standard WEX – The service provider is the employer; paying the participant’s wages,  
31 withholding taxes, and paying Workers’ Compensation premiums.
  - 32 ○ Alternative WEX – The worksite is the employer; paying the participant’s wages, withholding  
33 taxes, and paying Workers’ Compensation premiums. The employer invoices the service  
34 provider to receive reimbursement.
- 35 • WEX is intended as a short-term training, not to exceed 600 hours. The WEX assignment’s duration is  
36 based on participant needs and goals. Prior work experience and occupational interests should be  
37 considered. Providers wishing to establish or extend a WEX beyond a 600-hour duration must receive  
38 prior approval from the Adult Program Manager.

## 40 B. Service Provider and Employer Responsibilities

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### 42 1. Relevant Employment Law

43 The WEX establishes a relationship between the employer and the employee. Service providers and employers  
44 must:

- 45 • Comply with the Fair Labor Standards Act;
- 46 • Provide Workers' Compensation coverage;
- 47 • Withhold Social Security and federal and Montana state income taxes.
  - 48 ○ Exception: Montana state law excludes WEX from the definition of employment for purposes of
  - 49 unemployment insurance compensation (UI). Therefore, employers do not pay UI on WEX wages
  - 50 and WEX participants do not earn wage credits.
- 51 • Pay WEX participants an hourly wage for hours worked. Payment may be in ¼ hour increments. Wages
- 52 are considered a work-training or educational allowance. Each participant will receive a wage based on:
  - 53 ○ Applicable federal or state minimum wage; or
  - 54 ○ The same rates as worksite trainees or employees in similar occupations or with similar training,
  - 55 experience, and skills, whichever is higher.
- 56 • Provide WEX participants with the same benefits and working conditions as the other employees
- 57 performing similar work; for the same length of time.

### 58 2. Required WEX Documents

59 a) A Memorandum of Agreement is required for each worksite. The agreement must be completed prior to  
60 placement of a participant at a worksite. Employers may choose from the following documents:

- 61 • WEX Agreement.21 – The service provider is the employer; paying the participant's wages, withholding
- 62 taxes, and paying Workers' Compensation premiums
- 63 • WEX Wage Subsidy Agreement.21D – The worksite is the employer; paying the participant's wages,
- 64 withholding taxes, and paying Workers' Compensation premiums. The employer invoices the service
- 65 provider to receive reimbursement.
- 66 • WEX agreements are set up annually, based on program year (i.e. July 1<sup>st</sup> through June 30<sup>th</sup>).
- 67 • One agreement per worksite will cover all participants who are placed at that location.

68 b) Union Concurrence documentation occurs after an informal consultation with the appropriate labor  
69 organization.

- 70 • The WEX Union Concurrence Form.23 will be completed when a worksite has a union. If there is not
- 71 collective bargaining agreement in place, a note on the Union Concurrence Form, such as N/A, is
- 72 enough.
- 73 • The Union Concurrence Form must have the signature of the case manager and worksite authorized
- 74 signatory regardless of whether there is a collective bargaining agreement in place.
- 75 • A copy of the Union Concurrence Form must be kept with each Memorandum of Agreement, even when
- 76 a collective bargaining agreement is not applicable.

77 c) A WEX Training Summary Form 21.F must be completed for each job performed at a worksite.

- 78 • There may be multiple summaries tied to a worksite depending on the number of job titles.
- 79 • Like the Memorandum of Agreement, the Training Summary must be completed prior to placement of a
- 80 participant at a worksite.

81 d) Timesheets must align with the participant's performance of work elements outlined on the Training  
82 Summary. Timesheets must document pay period start and end dates, as well as dates and hours worked by  
83 the participant on Training Summary duties and tasks.

- 84 • At the end of the scheduled work period, all participants must complete the WEX Timesheet.21G.
- 85 • Timesheets must be signed and dated by both the participant and the supervisor.
- 86 • The supervisor must complete the evaluation section of the timesheet; and

- 87       • The individual signing as supervisor must be listed on the Training Summary as an authorized signatory.  
88 e) Worksite supervision must be documented on the WEX Bi-weekly Contact Record.21E. Service providers  
89 must visit participants and their supervisors at their worksite on a bi-weekly basis to complete the form together  
90 and assist with work-related or personal counseling and coaching. Regular monitoring of participant  
91 performance and progress may support a decision about the participant’s continued participation, transfer to  
92 another structured learning experience, placement in unsubsidized employment, or other action as appropriate.  
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### 94 3. MWorks Documentation

95 a) WEX case notes must include:

- 96       • How the worksite was determined;  
97       • Expected WEX duration; and  
98       • Worksite information (worksite supervisor).

99 b) Individual Payment Authorizations must be set up for each pay period, supported by participant timesheets,  
100 and must document:

- 101       • Pay period dates or end date; hours worked for the pay period; and costs, including both gross wages  
102       and fringe benefits related to WEX.  
103       • Only in extraordinary circumstances may more than one pay period be combined on a single payment  
104       authorization.  
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### 106 Administrative Requirements:

- 107       • The WIOA Title I Program Managers will provide technical assistance to case managers.  
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### 109 Monitoring and Evaluation:

- 110       • A formal monitoring will be conducted by an entity designated by the SWIB.

### 111 References:

- 112       • [MCA 39-51-204 1m - Montana UI WEX exclusion](#)  
113       • [WIOA Section 181 \(a\)\(1\)\(A\) WEX Wage Rate](#)  
114       • [TEGL 19-16 Adult and Dislocated Workers Services](#)  
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