BACKGROUND

Work Experience (WEX) is a paid/non-paid Workforce Innovation and Opportunity Act (WIOA) activity designed to enable participants to gain work maturity, occupational skills, and exposure to the working world. The WEX should help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The work experience provides participants with the opportunities for career exploration and skill development. The work experience should be a planned, structured learning experience for a limited amount of time. Work experience should focus around high demand occupations as well as the ARIZONA@WORK – City of Phoenix Youth Program industry sectors. Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable state laws.

POLICY

The WIOA participant may enter into more than one paid WEX activity prior to exit from the ARIZONA@WORK – City of Phoenix Youth Program, but the maximum number of hours per participant for all work experience activities is 200 hours per program year. All WEX agreements must be approved by the ARIZONA@WORK – City of Phoenix Youth Workforce Development Supervisor and/or designee. The approval process for a WEX Agreement takes 5 working days and may take longer if corrections are needed. Participants can not take part in a work experience activity until the “Work Experience Agreement” has been approved by the ARIZONA@WORK – City of Phoenix Youth Workforce Development Supervisor and/or designee.

Youth program service provider and participant mutually review and determine the feasibility of utilizing a work experience activity. The activity must focus on the development of appropriate work habits and work ethics to include an understanding of employer/employee relationships. Work experience should be targeted to high-demand occupations and/or ARIZONA@WORK – City of Phoenix industry sectors. The youth provider may utilize other industries with the approval of the Youth Workforce Development Supervisor. The work experience must focus on career exploration, skill development, and/or training. Work experience must include academic and occupational education.

The youth provider must also assess the suitability and feasibility of offering the participant a work experience. The assessment should answer the following questions:

- Does the participant's background, needs, interests, and abilities support the WEX activity?
- Are barriers to the WEX activities identified, resolved and/or determined not to have an impact on participation in the planned WEX activity?
Has it been mutually determined by the youth program service provider and participant that the participant would benefit from the WEX activity?

Work experiences must have an academic and occupational component, and may include the following types of work experiences:

1. **Summer Employment opportunities and other employment opportunities available throughout the school year.**
   a. Summer employment opportunities must provide direct linkages to academic and occupational learning, including leadership development opportunities, tutoring, occupational skills training, etc., and may provide other elements and strategies as appropriate to serve the needs and goals of the participants.
   b. The summer employment administrator does not have to select employers through a competitive process for summer employment opportunities.

2. **Pre-apprenticeship programs**
   a. A pre-apprenticeship program is a set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least, if not more registered apprenticeship programs.
   b. LWDAs must verify and maintain information on the pre-apprenticeship program’s documented partnerships with Registered Apprenticeships.

3. **Internships and job shadowing; and**

4. **On-the-job training opportunities.**

The Community and Economic Development Department and ARIZONA@WORK – City of Phoenix have some identified targeted industry sectors for use of WIOA work experience and skills training funds, which includes:

1. Healthcare
2. Advanced Business Services
3. Cybersecurity
4. Advanced Manufacturing

The selection of a worksite for paid and/or unpaid WEX(s) is determined by the needs of the participant/employer and the high-demand/industry sector occupations. The employer agrees to provide work-related activities for the participant(s) to develop basic work habits, learn occupational skills, and gain usable "Work Experience" to promote future employment at the worksite. "Work Experience" activities will not reduce current employee’s work hours, displace current employees or create a lay-off of current
employees, impair existing contract or collective bargaining agreements, and/or infringe upon the promotional opportunities of current employees.

The employer and youth contractor must maintain records and prepare reports on the participant as prescribed by the youth program service provider. The employer and youth contractor must observe and comply with applicable safety and health standards; observe Workers Compensation and the Youth Labor Laws of Arizona and the Federal Government; maintain sufficient general liability insurance for tort claims protection; and allow the youth program service provider and/or duly authorized representatives to visit the premises to observe work place conditions, observe work place activities, and follow up with the participant.

Safety is also a crucial part of all work experience activities for all ARIZONA@WORK – City of Phoenix Youth Programs. Health and safety standards applicable to all Youth Programs include using OSHA 300,300A, and 301 forms, or equivalent forms, for recording injuries and illnesses to the City of Phoenix and when applicable, to the Department of Labor (DOL). The OSHA 300 form is called the Log of Work Related Injuries and Illnesses, the 300A is the Summary of Work Related Injuries and Illnesses, and the OSHA 301 form is called the Injury and Illness Incident Report. Copies of the forms are available online at: [https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf](https://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf). All forms are due to the Youth Workforce Development Supervisor within 48 hours of a reportable incident.