

Work Experience Policy and Procedure – July 2007

I. WEX:

Work Experience (WEX) placements will be offered as appropriate and available for TANF clients who have or are working towards their GED or high school diploma.

1. TANF clients on a WEX must follow all Tribal Personnel Policies and Procedures.
2. Clients will only be placed in a WEX that aligns with a job skill or trade that they are interested in learning.
3. Employers must provide appropriate supervision and training to ensure that clients are learning from their work experience.

Work Site Agreements:

The Quileute TANF Program signs Work Site Agreements with all prospective employers who are willing and able to train individuals in a certain vocation or skill.

Work Site agreements are developed with area employers and clients are offered the opportunity to enter into a Work Experience placement that best meets their needs and interests.

WEX Contracts:

Clients entering into a WEX training position complete a WEX Contract. This contract is reviewed in a pre-employment meeting with the employer, case manager and client. The contract covers time limits, hours, schedule and rate of pay. The contract also acknowledges that the client and employer understand the termination policy. The contract is signed by all parties and all parties receive a copy. The contract must be signed before the client can begin work.

Wage:

Clients on a WEX will be paid the current minimum wage for a maximum of 40 hours per week by the TANF Program. Employers who wish to supplement this wage, may do so by including a higher rate of pay in their training description. Income from a WEX will be treated as earned income and deducted from the client's cash grant according to the TANF Plan.

Requirements:

All WEX placements are closely monitored and supervised to ensure maximum benefit of the client. Clients working in a WEX who have successfully completed their GED, will be required to create a resume and participate in ancillary job search. Clients working in a WEX who have not completed their GED, will be required to be working towards their GED, at least 10 hours per week. Clients who have not completed their GED will only be allowed to work a maximum of 30 hours in a WEX placement.

Training Descriptions:

Employers send the Quileute Tribal TANF Program a “training description”. The TANF Program posts descriptions outside their office.

“Hiring” Process:

Interested TANF clients may fill out an application for a position. The completed application is turned into their case manager, who makes a copy and sends it to the employer. The employer arranges a mock interview with the client. The employer then contacts the case manager with their decision. The case manager contacts the Tribal Personnel office to set up an appointment for the client to complete their personnel packet and their UA. Once the packet is complete, the case manager schedules a meeting with the employer and the client to sign the WEX Contract. The employer is given a copy of the contract and the employee evaluation to turn in monthly. The client is given a copy of the contract, the training description and the time study. Time studies must be turned in with time cards according to the Tribal payroll schedule. The client is responsible for having their time cards and time studies signed by themselves and their supervisor and turning them into the TANF office on time. Their checks are sent down to the Human Services Department with employee checks.

Time Limits:

WEX placements will not exceed 1040 hours or 6 months, per placement. After 90 days, the employer, client and case manager must meet to discuss progress and the possibility of employment. If it is felt the client needs further training, the WEX can be continued for another 90 days, for a maximum total of 1040 hours. If it is felt that the client still needs to learn basic skills and job readiness, the WEX will be ended. This completion will still be considered as a positive step.

Displacement of other workers:

In accordance with 45 CFR 286.110, clients will not fill a position that would or has displaced other workers. If the employer wants to hire a client, the position must first be posted and made available to the public. Employers should not abuse WEX positions as an opportunity for “free” help.

Ending or terminating a WEX:

If, at any time during the WEX, the client fails to show up for work, fails to perform job duties or fails to show improvement the employer must first give the client a verbal or written warning. The second time, the employer should notify the case manager and schedule an intervention meeting to discuss the issues and a plan for improvement. If the client does not meet expectations a third time, then the employer may terminate the training position by submitting a request in writing to the case manager. The exception to this rule would be a client who fails to appear for work and does not call or come in for a week. This would lead to termination by default.

Clients who are terminated from a WEX will be ineligible for any training positions for 6 months.

Clients who end a WEX without giving notice will also be ineligible for any training positions for 6 months.

If after 6 months or 1040 hours, the client or employer decide not to seek permanent employment, then the WEX will be considered to have ended positively. The client may apply for a WEX position with another employer or agency. The employer may hire another WEX trainee.

Clients may choose to end their WEX at anytime during the 6 months. To do so positively, they must meet with their case manager and submit a letter in writing to the TANF office and their employer stating that they wish to end their training position. Clients must give two weeks notice, although the employer can waive this requirement.