



## Work Experience Overview

### **DEFINITION:**

The Youth Work Experience (WEX) Program assists persons between the ages of 16-24 to learn the soft skills of employment, gain insight into possible career opportunities, build a work history and begin to create a professional network. A WEX is a paid, temporary position, with wages covered by the Workforce Innovation and Opportunity Act.

### **REQUIREMENTS:**

- The individual WEX participants must meet established guidelines by WorkOne Southwest for low income, disadvantaged youth and young adults with barriers to education, employment and career development.
- The individual WEX participants are limited to 160 hours under the WEX Program with a minimum of 16 hours per week and a maximum of 40 hours per week.
- The individual WEX participants will be paid the prevailing wage for an entry level position.
- The WEX participating Employer will review and sign a WEX Agreement detailing the individual WEX participant's name, job title, hours per week and pay rate.
- The WEX Agreement shall not exceed 3 months or \$1,600 unless an extension is requested and approved.
- All tax/payroll paperwork and payment is the responsibility of the WorkOne Southwest Service Provider.
- The Employer will assign a representative to sign weekly timesheets to verify hours worked by the individual WEX participant.
- A WorkOne Case Manager will make weekly contact with the youth to assist with the completion of timesheets and payroll documentation and to discuss any concerns the individual WEX participants may have.
- A WorkOne Employee is also available to the Employer for any questions, issues or concerns they may have with the program or the individual WEX participants.

For more information on how to apply please contact:

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