

OAHU WORKFORCE DEVELOPMENT BOARD
CITY AND COUNTY OF HONOLULU

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**OAHU WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
POLICY #27-25**

SUBJECT: WIOA Adult & Dislocated Worker Work Experience Policy

PURPOSE:

To provide policy direction and guidance for the implementation of Work Experiences (WEXs) for WIOA eligible Adults and Dislocated Workers as an individualized career service within Career Services. WIOA provides for a workforce system that is job-driven. The WEX program provides work experience to assist individuals in establishing a work history, demonstrate success in the workplace, and develop skills that lead to stable employment.

BACKGROUND:

WIOA provides for a workforce development system that is accessible to all job seekers and employers, that is customer-centered, and where training opportunities are job-driven. WIOA is designed to put emphasis on activities and services that foster and promote access to better employment opportunities, training, educational, and support services to succeed in the current labor market and to match employers with the skilled workforce they need to compete in the current global economy.

Work-based training services or activities foster a great opportunity for increased business engagement and greater industry partnerships as these types of training allow employers to train their employees while continuing to be productive members of their workforce. The local workforce development system continues to promote the implementation of work-based initiatives that meet the highest levels of accountability, performance, and quality in preparing adults and dislocated workers for the current labor market.

POLICY:

A Work Experience (WEX) opportunity may be provided as an individualized career service to enrolled Adults and Dislocated Workers who have met the priority of service requirements. Work experience is defined as “a planned”, structured learning experience that takes place in the workplace for a limited period of time that contributes to the achievement of the participant’s

employment goal(s). The Work Experience workplace (WEX site) may be in the private-for-profit sector, the non-profit sector, or the public sector. An internship or work experience may be paid or unpaid, as appropriate. A WEX is not designed to replace an existing employee or position. Wages or Stipends are provided by the WIOA service provider and paid directly to the participant developing an employer/employee relationship between the service provider and the WEX participant. Labor standards apply in any WEX where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Employers are not monetarily compensated

GUIDELINES:

A Work Experience (WEX) may consist of:

- WEXs must provide a planned and structured learning experience that will contribute to the achievement of the participant's employment goals through a measurable training component.
- Designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.
- WEX agreements must be signed by all parties prior to the start of the WEX.
- A single WEX Agreement may be written for group training with a single training site provided the working conditions, job description, training plan, wage rates and terms of the Agreement are the same for all participants covered by the Agreement.
- WEX agreements may be modified. All modifications must be in writing and signed by all parties prior to the effective date of the modification. Verbal modifications of WEX agreements are not valid.

WEX Funding/Duration Limits:

- WEXs are subject to a maximum duration of six months.

WEX Monitoring:

- WIOA program staff must ensure regular and on-going monitoring and oversight of the WEX. Monitoring may include on-site visits and phone/email communication with the employer/trainer and participant to review the participant's progress in meeting training plan objectives. Any deviations from the WEX agreement should be dealt with promptly.
- WIOA program staff must visit each site for compliance prior to placing an intern.

ACTION:

This policy is effective immediately and remains in effect until such time that amendments to this policy are made or a new policy is issued.

REFERENCE:

- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014
- WIOA Final Rule; 20 CFR Parts 676,677, and 678

- Training and Employment Guidance Letter (TEGL) 19-16

INQUIRIES:

For inquiries regarding this policy, please contact Harrison Kuranishi, Executive Director, Oahu Workforce Development Board at 808-768-7790 or h.kuranishi@honolulu.gov.



Harrison Kuranishi
Executive Director