



ADMINISTRATIVE BULLETIN No. 17A

TO: WIA ADULT CONTRACTING AGENCIES

SUBJECT: JOB EXPOSURE (JEX)

EFFECTIVE: JULY 1, 2009

I. BACKGROUND:

The Workforce Investment Act (WIA) allows for the provision of Intensive Services which includes job exposure (JEX) through the One-Stop Delivery System, as referenced in WIA Sec. 134 (d) (3) (C) and WIA Final Rule Sub Section 20 CFR 663.200.

JEX workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector. JEX experiences are planned, structured learning experiences that take place in a workplace for a limited period of time.

II. POLICY:

JEX is an Intensive Service designed to enhance the career development and long-term employability of individuals through on-site exposure to work and the requirements for successful job retention. Job Exposure is a situation where individuals work for an employer for a specified period of time to learn about a particular industry or occupation. The individual's work place

activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation. Participation in a Job Exposure shall be based on the needs of the participant as documented in the Individual Employment Plan (IEP).

JEX's are intended to be a series of sequenced activities involving a number of different occupations, employers, and/or industries. The key to using a JEX is to expose an individual to a wide range of occupational choices. The JEX should result in the participant gaining information to make an informed occupational choice based on their exposure to different industries and/or occupations. JEX is limited to no more than 16 hours per employer and no more than four (4) employers per participant may be used. JEX's should typically be used as an introductory activity for adults with little or no work experience that are having difficulty making an occupational choice.

Contractors shall assure that JEX assignments do not supplant the employer's workforce, and that JEX positions are in addition to existing positions.

JEX placements where a collective bargaining unit exists, and Union comment/concurrence is required, comment/ concurrence must be obtained from an appropriate bargaining unit representative. A shop steward may not be considered as an appropriate signatory.

III. COMPENSATION:

Funds under the Act may be used to pay wages and related benefits for a JEX in the public; private; for-profit; or non-profit sectors where the individual employment plan indicates that Job Exposure is appropriate.

Participants enrolled in job exposure and receiving wages, shall be paid an hourly wage at the same rates as similarly situated employees or trainees, but not less than the higher of the minimum wage prescribed under the Fair Labor Standards Act, or applicable State or local minimum wage laws.

Participants enrolled in Classroom Training, combined with Job Exposure, may continue to receive the hourly wages for the Job Exposure only.

III. WORKSITE AGREEMENT:

The attached Worksite Agreement is to be used for JEX assignments. The agreement format may be revised provided the content is not altered and has been pre-approved by the WDC.

Attachment 1: JEX Agreement